

Admission to Primary Schools

(including Infant & Junior Schools)

Information for Parents 2019/2020

Contents

	Page
Children with Special Educational Needs	2
Introduction	3
Explanation of terms used in this booklet	4
Top tips for applying for a school place	6
Admissions timetable	7
Primary schools in Sunderland	8
Published admission numbers for September 2019	9
How to apply for a primary school place	19
Admission criteria	28
Appeals process	221
General school related issues	224
Admission statistics for 2017/2018 and 2018/2019	228

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 7).

The information provided was correct at the time of publication, but there may be changes affecting arrangements before and during the 2019/2020 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.

General Data Protection Regulation and Data Protection Act 2018

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

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.

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.

24 September 2018	Preference period begins and parents should have received their information pack
15 January 2019	Preference period ends – preferences received after this date will be considered after those received on time
16 April 2019	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.
3 May 2019	Acceptance forms should be returned by this date
7 May 2019	First reallocation of places begins
17 May 2019	Appeal forms must be returned by this date
June – July 2019	Appeals held – parents will be notified of the outcome within five working days of the hearing
June – August 2019	Reallocation of places
20 December 2019	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:

33 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.

30 Academies (including 1 Voluntary Aided School)

Academy 360 provides for girls and boys aged 4-16. Grindon Hall Christian School provides for girls and boys ages 4-18.

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

The Trust Boards set the admission criteria and allocate places. All of the academies admit children regardless of aptitude or ability.

4 Special schools

The LA is responsible for admissions, determined by the individual child's Education, Health and Care Plan or Statement of Special Educational Needs. (For more information see page 2)

Primary published admission numbers for September 2019

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2019
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: 415 5700 www.albanyvillageprimary.org.uk	3-11	Community	30
Barmston Village Primary School	Barmston Centre, Washington NE38 8JA Tel: 417 5945 www.barmston.com	3-11	Community	30
Barnes Infant Academy	Mount Road, Sunderland SR4 7QF Tel: 525 1203 www.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: 594 7033 www.benedictbiscopacademy.co.uk	3-11	Academy	30
Bernard Gilpin Primary School	Hall Lane, Houghton-le-Spring DH5 8DA Tel: 917 2999 www.bernardgilpin.com	4-11	Community	50
Bexhill Academy	Bexhill Road, Sunderland SR5 4PJ Tel: 707 0120 www.bexhill.wiseacademies.co.uk	3-11	Academy	60

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2019
Biddick Primary School	Kirkham, Washington NE38 7HQ Tel: 415 1510 www.biddickpns.co.uk	3-11	Community	45
Blackfell Primary School	Knoulberry, Washington NE37 1HA Tel: 917 1665 www.blackfell.co.uk	3-11	Community	30
Broadway Junior School	Springwell Road, Sunderland SR4 8NW Tel: 528 3058 www.broadwayjuniorschool.com	7-11	Community	60
Burnside Academy	Brinkburn Crescent, Houghton-le-Spring DH4 5HB Tel: 512 0466 www.burnsideacademy.co.uk	3-11	Academy	30
Castletown Primary School	Grange Road, Sunderland SR5 3EQ Tel: 549 7777 www.castletownprimary.co.uk	3-11	Community	60
Dame Dorothy Primary School	Dock Street, Sunderland SR6 0EA Tel: 250 5525 www.damedorothyprimary.org.uk	3-11	Community	30
Diamond Hall Infant Academy	Well Street, Sunderland SR4 6JF Tel: 564 0222 www.diamondhallinfantacademy.co.uk	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 2019
Easington Lane Primary School	High Street, Houghton-le-Spring DH5 0JT Tel: 517 1700 www.easingtonlanepriamary.org.uk	2-11	Community	45
East Herrington Academy	Balmoral Terrace, Sunderland SR3 3PR Tel: 563 4243 www.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: 548 8330 www.englishmartyrsunderland.org.uk	3-11	Voluntary Aided	30
Eppleton Academy	Church Road, Hetton-le-Hole DH5 9AJ Tel: 517 0006 www.eppletonacademyprimary.co.uk	3-11	Academy	30
Farrington Academy	Archer Road, Sunderland SR3 3DJ Tel: 522 7673 http://farringtonacademy.co.uk	3-11	Academy	60
Fatfield Academy Inspires	Southcroft, Washington NE38 8RB Tel: 416 6728 www.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 2019
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: 500 5956 www.gillaslaneprimaryschool.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: 514 0101 www.grangetown.sunderland.sch.uk	3-11	Community	45
Grindon Hall Christian School	Nookside, Sunderland SR4 8PG Tel: 534 4444 www.grindonhall.org.uk	4-18	Academy	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: 707 0121 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: 562 3323 www.sunderlandschools.org/hettonprimarysch	4-11	Community	20

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2019
Highfield Primary Academy	Fordfield Road, Sunderland SR4 0DA Tel: 553 7655 www.highfieldprimary.org.uk	3-11	Academy	60
Hill View Infant School	Heivellyn 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.hillviewjunior.co.uk	7-11	Academy	120
Holley Park Academy	Ayton Road South, Washington NE38 0LR Tel: 417 0303 www.holleyparkacademy.co.uk	3-11	Academy	35
Hudson Road Primary School	Villiers Street, South Sunderland SR1 2AH Tel: 514 3434 www.hudsonroad.org.uk	3-11	Community	40
Hylton Castle Primary School	Caithness Road, Sunderland SR5 3RE Tel: 562 3299 www.hyltoncastleprimary.org.uk	3-11	Community	30
John F Kennedy Primary School	Station Road, Washington NE38 7AR Tel: 219 3745 www.jfkprimary.co.uk	3-11	Academy	60
Lambton Primary School	Caradoc Close, Washington NE38 0PL Tel: 481 3993 www.lambtonprimary.co.uk	3-11	Community	30
Marlborough Primary School	Marlborough Road, Washington NE37 3BG Tel: 416 4311 www.marlboroughprimaryschool.co.uk	3-11	Community	30

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2019
Mill Hill Primary School	Doxford Park, Sunderland SR3 2LE Tel: 607 5695 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.newsilksworthacademy.co.uk	3-7	Academy	70
New Silksworth Junior School	Blind Lane, Sunderland SR3 1AS Tel: 500 0015 www.newsilksworthacademy.co.uk	7-11	Academy	70
Newbottle Primary Academy	Houghton Road, Houghton-le-Spring DH4 4EE Tel: 500 5957 www.newbottleprimaryschool.co.uk	3-11	Academy	60
Northern Saints CE VA School	Rotherham Road, Sunderland SR5 5QL Tel: 917 1685 www.nsprimary.org.uk	4-11	Voluntary Aided	90
Our Lady Queen of Peace RC Primary School	Station Road, Houghton-le-Spring DH4 7JZ Tel: 385 4545 http://olqprcprimary.org.uk	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: 520 3109 http://plainsfarmacademy.co.uk	3-11	Academy	30

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2019
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: 415 5050 www.rickletonprimary.co.uk	3-11	Community	60
Ryhope Infant School Academy	Shaftesbury Avenue, Sunderland SR2 0RT Tel: 917 1910 ryhopeinfantschool.org.uk	3-7	Academy	60
Ryhope Junior School	Shaftesbury Avenue, Sunderland SR2 0RT Tel: 917 2969 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: 536 4180 www.southhyltonprimary.uk.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 2019
Springwell Village Primary School	Westfield Crescent, Gateshead NE9 7RX Tel: 415 7214 www.springwellvillageprimaryschool.co.uk	3-11	Community	30
St Anne's RC Primary School	Hylton Road, Sunderland SR4 9AA Tel: 534 4555 http://stannesprimary.sunderlandschools.org	3-11	Voluntary Aided	30
St Bede's RC Primary School	Hampshire Place, Washington NE37 2NP Tel: 416 5858 http://st.bedes.sunderlandschools.org	3-11	Voluntary Aided	30
St Benet's RC Primary School	Fulwell Road, Sunderland SR6 9QU Tel: 549 2020 http://stbenets.sunderlandschools.org	3-11	Voluntary Aided	45
St Cuthbert's RC Primary School	Grindon Lane, Sunderland SR4 8HP Tel: 528 5094 http://www.stcuthbertsprimaryschool.co.uk	3-11	Voluntary Aided	30
St John Bosco RC Primary School	Bradford Avenue, Sunderland SR5 4JW Tel: 536 8090 www.stjohnboscosunderland.org.uk	3-11	Voluntary Aided	30
St John Boste RC Primary School	Castle Road, Washington NE38 0HL Tel: 416 6200 http://www.stjohnbostepriamary.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: 917 2484 www.washingtonstjosephs.com	3-11	Voluntary Aided	30

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2019
St Leonard's RC Primary School	Tunstall Village Road, Sunderland SR3 2BB Tel: 521 0300 www.stleonardsprimary.org.uk	4-11	Voluntary Aided	30
St Mary's RC Primary School	Meadowside, Sunderland SR2 7QN Tel: 522 8787 www.stmarysrcsunderland.co.uk	3-11	Voluntary Aided	60
St Michael's RC Primary School	Durham Road, Houghton-le-Spring DH5 8NF Tel: 584 0542 http://www.stmichaelscatholicsschool.co.uk	4-11	Voluntary Aided	30
St Patrick's RC Primary School	Smith Street, Sunderland SR2 0RQ Tel: 523 5050 www.stpatrickshope.com	4-11	Voluntary Aided	25
St Paul's CE Controlled Primary School	Waterworks Road, Sunderland SR2 0LW Tel: 521 0055 www.stpaulshope.co.uk	3-11	Voluntary Controlled	30
Thorney Close Primary School	Torquay Road, Sunderland SR3 4BB Tel: 525 0808 www.thorneycloseprimary.org.uk	3-11	Community	40
Town End Academy	Borodin Avenue, Sunderland SR5 4NX Tel: 707 0123 http://townend.wisecademies.co.uk	3-11	Academy	30
Usworth Colliery Primary School	Manor Road, Washington NE37 3BL Tel: 417 8888 www.usworthcolliery.co.uk	4-11	Community	60
Valley Road Community Primary School	Corporation Road, Sunderland SR2 8PL Tel: 553 7750 www.valleyroadschool@valleyroad.org.uk	3-11	Academy	60

School	Address and Phone No	Pupil Age Range	Type of School	PAN 2019
Wessington Primary School	Lanercost, Washington NE38 7PY Tel: 418 7916 www.wessington.k.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 2019 admission, that would be those children born between 1 September 2014 and 31 August 2015).

2. Can my child only start at this time?

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

If your child's 5th birthday is between 1 April and 31 August and they stay in Nursery until they are 5, they will start in Y1 in September 2020 and **not** Reception.

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

If your child's birthday is in the summer term (i.e. between 1 April & 31 August), it is possible to defer entry into Reception until the following September. For more information, please refer to the following link <http://www.sunderland.gov.uk/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 2020.

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 9-18.

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 228-241).

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 School or Academy, you must include them on the application in the order that you would like them to be considered. **If you are applying for a place in a Catholic school, you must also complete the relevant part of the application. You must either include a copy of your child's Baptism certificate and/or a letter of support with your application, if required by the school(s), or alternatively forward it directly to the School Admissions Team.**

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

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

The application form is 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 **24 September 2018 until 15 January 2019.**

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 2019. 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. Make a note of your username and password, as you will need to use the online system again, to confirm whether your child has been offered a place.

Please remember after you have completed your online application, you must submit it by clicking on 'submit application'. The screen will provide a summary of your application and you will also receive a confirmation email (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 2019 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 24 September 2018 to 15 January 2019. 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 2019**. 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 2019 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 2019 and 8 March 2019) 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 8 March 2019, 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 or individual governing bodies reserve the right to seek proof of address and withdraw an offer of a place made on the basis of a false address having been given.**

Where there is shared parental responsibility for a child, parents should agree who is the parent with main responsibility before filling in the application.

In respect of admissions for September 2019, Sunderland LA will operate an 'equal preference' system. All Community, Voluntary Aided and Voluntary Controlled Schools and Academies will consider all preferences equally. This means that all applications will be considered against the school/academy's admission criteria, no matter whether they are 1st, 2nd or 3rd preferences

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

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

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

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

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

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

12. What happens after I have submitted my application?

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

After the end of the preference period (15 January 2019), all applications that have been received will be considered.

All applications that have been received for Voluntary Aided schools and Academies will be forwarded to the governing body or Trust Board of each school or academy for consideration against their own admission criteria. (Details of the admission policies can be found from page 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 2019, it is possible to change the school.

However after that date and until 8 March 2019, 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 2019 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 2019. If you made a paper application, letters will be posted second class on 16 April 2019. 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 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 20 December 2019, 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 or Academy, is their admission criteria the same?

No – the governing body of each Voluntary Aided school and Academy is responsible for their own admission policy and criteria. If you are considering applying for a place in an Aided school, or Academy for your child, you should consult their criteria outlined on pages 30-220.

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 221-223) but are also available from the School Admissions Team.

Aim High Academy Trust

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.

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 2019. 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 2019.

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 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 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. **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 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.

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 Reception Place in September will remain on a waiting list until 31 December. Should a place still be required in Reception after this date, a School Transfer Application Form must be completed and forwarded to the Academy. Should a place become available then the admission criteria will be applied to every child on the waiting list at the time of the vacancy.

Children who are unsuccessful in securing in-school transfers at the Academy will be placed on a waiting list which will be held by the Academy until 31 August. If you wish for your child to remain on the waiting list after this date, a new School Transfer Application Form is required. This will be the case each academic year. Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy.

Barnwell Academy

The Trust Board of Barnwell Academy is the Admissions Authority for this Academy. The Trust Board intends to admit up to 30 pupils into Reception in September 2019.

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 2019

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

Please see page 91 for Inspire Multi Academy Trust Admission Criteria

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 2019.

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.

Diamond Hall Junior Academy

Introduction

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

The Trust will consider all admission applications sent to them by the Local Authority (LA) and will apply the policy fairly and consistently to every application received.

Published Admission Number (PAN)

The PAN is the number of places we intend to make available for our normal intake. Once the PAN has been set for an Academy we will not refuse any applications submitted during the normal admission round for Year 3 where the PAN has not been exceeded.

However, if there is an unexpectedly high demand and the Trust believes we could admit additional children, we will inform the LA and either admit children above the agreed PAN or increase the PAN accordingly to accommodate more children.

The current PAN for Diamond Hall Junior Academy is 90.

Applying for a place in Year 3

To apply for a place at Diamond Hall Junior Academy parents/carers should complete the common application form supplied by Sunderland City Council. The completed application form must be returned to the City Council by no later than **15 January 2019**. Any application forms received after that date will be classed as 'late' and will not be dealt with until all applications received on time have been through the application process.

Address

The address given must be where the child and parents/carers live permanently. It must not be that of a childminder, grandparent, or other relative's address. If parents/carers share custody of a child then the Trust may request to see the court order, child tax credit letter, child benefit letter, medical card, or other evidence to establish where the child is resident for most of the time during weekdays. If there is joint custody for the child, then the address of the parent/carer receiving the child benefit will be used.

Oversubscription criteria for Diamond Hall Junior Academy

1. **'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 residence order or special guardianship order).
2. **Attendance in Key Stage 1** (age 4-6+) at Diamond Hall Infant School.

3. **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.

4. **Children of staff employed at the Academy**

Children of staff employed at the Academy for two or more years at the time at which the application for admission is made and/or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage, and/or the member of staff has relocated.

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

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

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

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

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

Notification of Places

The formal offer of a place will be issued by Sunderland City Council who will write to parents/carers on 16 April 2019.

Waiting lists/appeals

Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places becoming vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. There will be no waiting list available after 31 December 2019.

Unsuccessful applicants may also contact Mrs J Barker, Governance Manager, North East Learning Trust by telephone 0191 5270757 Extension 202 or email joanne.barker@nelc.co.uk to be advised of their right to an Independent Appeal Panel and/or request to be included on the waiting list.

In-year admission to Diamond Hall Junior Academy

The Trust have agreed to operate in accordance with Sunderland City Council's In-Year Fair Access Protocol.

To apply for a place in Diamond Hall Junior Academy within the Trust during the academic year, parents/carers should contact Mrs J Barker, Governance Manager, North East Learning Trust by telephone 0191 5270757 Extension 202 or email joanne.barker@nelt.co.uk to request an In- Year Transfer Form.

The completed form must be returned to the Governance Manager and if a place is available, the student along with the parent/carer will be invited for a meeting and tour of the Academy after which the Trust will offer the place, unless there is a compelling reason not to.

If the year group is full or oversubscribed then a place will be refused, the applicant will be given the opportunity to appeal and an appeals form will be supplied. If the parent/carer chooses to appeal for a place the panel will be convened, and any decision made by the panel is legally binding.

Dubmire Primary Academy

Please see page 30 for Aim High Academy Trust Admission Criteria

East Herrington Primary Academy

The Governing Body of East Herrington Primary Academy is the Admissions Authority for the school on behalf of the Academy Trust. This means that a committee of the governing body considers all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, all other Admissions Authorities in the area and interested parties and parents through our website.

This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, 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' Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

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

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

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

Parishes served by the school

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

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2019.

Application Procedures and Timetable

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

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

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

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

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

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

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

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

Right of Appeal

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

Fair Access Protocol

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

Nursery

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

False evidence

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2019.

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

Tie Breaker

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

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

Notes and definitions

1. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

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

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

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

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

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

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

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

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

9. **Sibling** includes:

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

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

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

Eppleton Academy

The Trust Board of Eppleton Academy will be the Admission Authority for this academy. The Trust Board intends to admit up to 30 pupils into Reception in September 2019.

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

Please see page 91 for Inspire Multi Academy Trust Admission Criteria

Fatfield Academy Inspires

Please see page 91 for Inspire Multi Academy Trust Admission Criteria

Fulwell Infant School Academy

The Governing Body of Fulwell Infant School Academy is the Admissions Authority for the school on behalf of the Academy Trust. This means that a committee of the governing body consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, all voluntary aided schools, and academies, all other Admissions Authorities in the area and interested parties and parents through our web site. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, February 2012."

Nursery application forms are available from the school office, reception applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school, on the National offer date. Applications, received after the closing date, will only be considered after all those received by the closing date have been considered.

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

Children who have a 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.

Gillas Lane Academy

Please see page 30 for Aim High Academy Trust Admission Criteria

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

1. 'Looked-after' child – a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
2. A sibling link - an older brother/sister or older child (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school or the junior school for which the preferred school is the feeder infant school, at the time of admission.
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 or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).
5. 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).

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

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

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

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

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

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

Parents/carers who are awarded a place for their child may request that the date their child is admitted to school is deferred until later in the year or subsequent year, for example, until the start of the term when the child reaches compulsory school age. Parents can also request that their child takes up the place part time, if it is in the interest of the child, until the child is of compulsory school age. In this instance, parents must discuss this with the Head teacher. Compulsory school age is determined as the term after the child's fifth birthday.

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

Highfield Primary Academy

Please note that the admissions policy for Highfield Primary Academy was unavailable at the time of going to print.

Hill View Junior Academy

The Local Governing Body of Hill View Junior Academy is the Admissions Authority for the school on behalf of Vision Learning Trust. This means that a committee of the governing body consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, all voluntary aided schools, and academies, all other Admissions Authorities in the relevant area and interested parties and parents through our web site. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, February 2012."

The local authority undertakes the coordination of admission arrangements.

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

Published Admission Number

The governing body has set its admission number at 120 pupils to be admitted to the Year 3 class in the school year which begins in September 2019.

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

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

Application Procedures and Timetable

- Year 3 applications

To apply for a place at this school, the parent must either apply through the Local Authority where the child lives, either online through the Council's website or by a paper application form. . The parent will be advised of the outcome of the application on 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 2019. This is the cut off date for applications.

Late Applications

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

Admission Criteria at Hill View Junior Academy

1. Looked after children

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

3. Feeder School

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

4. Distance from Academy

Children living near Hill View Junior Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child's home address (including flats) taken to be the address in which the child mainly resides to the main entrance of the Academy (Queen Alexandra Road) using the Local Authority's computerised measuring system (GIS – Geographical Information System). Those living closer to the school will receive the higher priority. If required by the governing body after the closing date for applications, proof of residency will be sought in the form of a Council Tax Bill, and should be correct at the date of closing for applications. No other means of proving residency will be accepted.

Tie Breaker

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

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

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

Waiting Lists

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

In-Year Applications

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

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

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

Right of Appeal

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

Fair Access Protocol

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

False Evidence

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

Incomplete application

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

NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
2. A **looked after child** is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

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

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

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

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

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

Hill View Infant Academy

Introduction

The Local Governing Body of Hill View Infant Academy is the Admissions Authority for the school on behalf of Vision Learning Trust. This means that a committee of the governing body consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, all voluntary aided schools, and academies, all other Admissions Authorities in the relevant area and interested parties and parents through our web site (in 2017). This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, 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 2019.

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 2019 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 2019. 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.

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 2019.

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. **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.

Inspire Multi Academy Trust

The Governing Body of Inspire Multi Academy Trust is the admission authority for Farringdon Academy, New Penshaw Academy, Plains Farm Academy, Burnside Academy and Fatfield Academy and has responsibility for the Admission Policy.

Published Admission Number (PAN)

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

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

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

Academy	Published Admission Number (PAN) for Reception
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Farringdon	60 places (2 classes with 30 children per class) 15 Full Time Funded Places Available
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New Penshaw	30 places
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Plains Farm	30 places
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Burnside	30 places
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Fatfield	30 places
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For other year groups, the agreed admission limit will be the PAN, which was determined for that cohort as it entered the Academy in the Reception year, unless this was varied, in response to a change of circumstances at the Academy.

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

Application for a Place

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

Applications received after the closing date will only be considered after all applications received by the closing date have been considered. Parents must indicate which category they are applying for and

should provide supplementary evidence in support of the application, which will enable the Governing Body to make an informed decision when considering their application.

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

Children with a Statement of Special Educational Needs or Education, Health and Care Plan, which names an Academy within the Trust, will be admitted to the named Academy.

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

Admissions Criteria

We will admit applications, up to the indicated PAN in accordance with the following criteria in the following order of priority: -

1. **Looked After Children** – This refers to children who are looked after by a Local Authority in accordance with Section 22(1) of the Children’s Act 1989 and children who were looked after, but ceased to be so, because of adoption (or become subject to a residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form.
2. **SEN** – Children with a Statement of Special Education Need or Education Health and Care Plan which names the school.
3. **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.
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 nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional.
5. **All Other Children**

Notes

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

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

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

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

Exceptional Medical or Psychological Need

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

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

Waiting Lists

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

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

Deferred Admission

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

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

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

In Year Admissions

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

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

Fair Access Protocol

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

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

Information Provided by Parents in an Application

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

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

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

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

Transport

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

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

Extended Schooling

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

Home-School Agreement

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

Uniform Policy

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

School Fees and Charges

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

Admission Appeals

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

Please note that the appeal process does not apply to children with a Statement of Special Educational Needs. Appeals for these children are dealt with by the SEN and Disability Tribunal.

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

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

How do I make an appeal?

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

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

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

What happens next?

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

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

What happens at the appeal hearing?

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

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

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

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

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

This means that the appeals panel must consider the implication of admitting another child to a class that already has 30 pupils in Reception, Y1 or Y2. There are only certain circumstances in which an appeal panel can uphold (agree) a 'class size' appeal, which is as follows:-

1. The admission of additional children would not breach the infant class size; or
2. 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
3. The decision to refuse admission was not one, which a reasonable admission authority would have made in the circumstances of the case.

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

What if my appeal is successful?

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

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

What happens if my appeal is unsuccessful?

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

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

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

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

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

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

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

Contacts and Further Information

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

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

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

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

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

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 2019.

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

Please see page 91 for Inspire Multi Academy Trust Admission Criteria

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

Please see page 30 for Aim High Academy Trust Admission criteria.

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 2019.

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 2019/2020

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

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

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

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

Parishes served by the school

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

Published Admission Number

The governing body has set its published admission number (PAN) at 45 pupils to be admitted to the reception year in the school year which begins in September 2019.

Application Procedures and Timetable

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

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

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

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

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

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

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

Right of Appeal

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

Fair Access Protocol

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

Nursery

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

False evidence

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

Oversubscription Criteria

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

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

Tie Breaker

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

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

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

Notes and definitions

1. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God,

Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

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

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

8. **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.

9. **Sibling** includes:

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

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

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

12. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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

Oxclose Primary Academy

The 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 2019. 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

Please see page 91 for Inspire Multi Academy Trust Admission Criteria

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 65 pupils into Reception in September 2019.

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.

South Hylton Primary Academy

South Hylton Primary Academy welcomes applications for admission into school from all cultures, races and backgrounds and is non-discriminatory in line with the Equality Act (2010) and our Equal Opportunities policy.

Two Year Old Setting

We currently offer 24 places (12 morning, 12 afternoon) for two year olds who are eligible for the free 15 hours provision. Criteria for eligibility is available on the Together for Children website and applications/queries can also be made via the school office.

Admission into Nursery

South Hylton Primary Academy offers 45 full time equivalent Nursery places operating on a morning or afternoon basis up to 15 hours per week. You can register your child to start Nursery with the school office immediately after their second birthday and places are allocated in the term after their third birthday.

Some families may be eligible for an extended entitlement (15 hours extra per week). This is detailed in Appendix A.

Admission into Primary School (Reception Class)

A child is entitled to a full time school place in the September following their fourth birthday although they do not legally have to start school until the term of their 5th birthday. In Sunderland Local Authority, all children normally start together in September. If your child's 5th birthday is in the summer term it is not possible to defer entry into Reception for a full academic year; however it is possible to defer admission into Reception until the term after their 5th birthday.

Parents have a right to express a preference for a school of their choice. 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 can be accessed at www.sunderland.gov.uk/admissionsonline.

The preference period lasts from September until January and it is vital that preference forms are received in this time. If they are not, the school admissions team will consider them as 'late', which could reduce the chance of your child getting their first choice of school. An offer of a school place will be sent to parents/carers in April. This offer must be accepted and returned to the School Admissions team. If your child has not been successful in securing a place, information about the statutory right to appeal will be enclosed.

Key Dates for September 2019 Admissions

Friday 21st September 2018 – Information packs to parents

Monday 24th September 2018 – Online system available to parents

Tuesday 15th January 2019 – Closing date for Primary Applications (National)

Tuesday 16th April 2019 – Offer notifications sent to parents

Friday 3rd May 2019 – Deadline for parents to accept places

June/July 2019 – Appeals to be heard

South Hylton Primary Academy has a Pupil Admission Number (PAN) of 45 per year. The admission criteria, which follows LA guidelines, is as follows and will be applied in the event of South Hylton Primary Academy being over-subscribed:

- Children who have an Education, Health and Care Plan or Statement of Special Education Need naming South Hylton Primary Academy will be offered a place.
- 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.
- 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.
- Children who attended our Nursery in the previous academic year to that of their application.
- 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).
- 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.

Mid-term Transfers

If a parent/carer would like their child to transfer into South Hylton Primary Academy during the school year, or in any Year group other than reception at the start of an academic year, then a school transfer application form must be completed. In order to make this process as efficient as possible we ask that parents:

- Approach the school office in the first instance to check that there are places in the required year group
- Arrange a visit to us, during the school day, to ascertain if this is indeed the right environment for your child
- Complete part A of the transfer form and return to the school office of your child's current school. Part B will then be completed and forwarded to us.
- We will then negotiate the best start date for your child

Transfer forms can be accessed from school office, on the admissions page of www.sunderland.gov.uk or from the school admission team based at Sunderland Civic Centre, Sunderland, SR2 7DN

Appendix A

Admission Policy for Nursery – Universal and Extended Entitlement

All children are entitled to 15 hours of free nursery provision provided during term time. Some children will be entitled to an additional 15 hours (extended entitlement).

This is our new admissions policy for Universal and Extended Entitlement from September 2017, from when we will be offering 30 hours to Nursery children if their families are eligible and subject to places being available.

It is important that parents let us know if they are eligible and what their requirements would be as this will help plan our provision for September. Please complete and return the application form to the school office.

In this school we offer the following patterns of provision:

Universal entitlement

Universal entitlement is 15 hours per week over either:

- 5 mornings a week (8.45 am to 11.45 am)
- 5 afternoons per week (12.30 pm to 3.30 pm)

Extended entitlement (September 2019)

Extended entitlement is up to an additional 15 hours per week. E.g. if your child currently has 5 morning sessions then if they are eligible for extended entitlement this would entitle them to stay for afternoon sessions and vice versa.

For eligible children staying from 8.45 am to 3.30 pm then there is a charge for lunch. Please note – we do not offer packed lunch options for children in the 3 and 4 year old provision.

Parents also have the option of using before and after school clubs at an additional cost.

Additional sessions

Parents of children who are not eligible for the extended entitlement can purchase extra sessions at an additional cost subject to availability.

Eligibility for Extended Entitlement Criteria

Your child will be eligible from the start of the term after their 3rd birthday until they start reception class if they meet the following criteria:

- Both parents are working (or the sole parent is working in a lone parent family) and each parent earns, on average £120 per week or more
- Each parent (or the sole parent) earns a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW)
- Each parent earns less than £100,000 per year
- The family lives in England

Foster carers are not eligible for the extended entitlement for the children they foster. This does not affect eligibility for their own children, as long as they meet the eligibility requirements.

Families where one parent does not work (or neither parent works) will not usually be eligible.

For further information and to check eligibility please log onto www.childcarechoices.gov.uk

Admission criteria

All children, subject to the availability of places, will normally be admitted to the nursery class at the start of term after their third birthday i.e. at the start of term in September, January or after the Easter break. However, we do respond to requests from parents who would like their child to start nursery as soon as possible after their 3rd birthday. This is subject to availability of spaces and successful completion of a short transition to allow your child to settle into the Nursery setting.

This school has an induction procedure to enable your child to be successfully integrated with others and get used to school life. During the induction period your child may not receive their full free

entitlement and you may be asked to attend one or two sessions to ensure your child has a smooth beginning to their time in Nursery.

To apply for a place in our nursery class for this September intake or subsequent terms, you must complete and return your application form to the Head Teacher or School Business Manager.

If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applicants will be placed on a

waiting list and places will be allocated in accordance with the oversubscription criteria.

Oversubscription Criteria

If there are not enough places available for all applicants we will allocate places in the following order:

- Children who will have their fourth birthday during the current academic year and would only have the opportunity to benefit from three terms of nursery education.
- Children who will have their third birthday during the autumn term of the current academic year.
- Children who will have their third birthday during the spring term of the current academic year.
- Children who will have their third birthday during the summer term of the current academic year.

If within any one group there are more applicants than places available then places will be allocated by applying priorities 1 to 7 listed below:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
2. Children who will access either their full universal entitlement or full extended entitlement within this nursery.
3. Children who live in the school's catchment area.
4. Children who live in Sunderland and who will have a brother or sister at the school, during the coming academic year.
5. Children who have exceptional medical or social grounds. (See point a below).
6. Other children who live in Sunderland.
7. Children who live outside Sunderland, but only if places are otherwise likely to remain available during the academic year.

Point A

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate

why the chosen school is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. This evidence will be assessed by a panel of governors and the Headteacher. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Tie Breaker

If, after applying all of the above, there is a tie between two or more children then priority will be given to the child or children that live nearest to the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school.

Allocation of places

Parents/ carers are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated as follows:

- In order of date of application received (starting from the earliest)

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

Change in circumstances

If a child becomes eligible for the extended entitlement at any point after the closing date for applications, then that child will be offered the extended entitlement subject to the admission criteria set out above. If no place is available, the child will be placed on the waiting list for the extended entitlement.

If a child loses their eligibility at any point after the allocation of places, parents/ carers and headteacher will agree the pattern of attendance for the universal entitlement.

Waiting list

If places then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the Head Teacher from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the Governing Body using their normal complaints procedure.

Admission into Reception

Children who attend our Nursery will be prioritized for a place in Reception; this forms part of our selection criteria should Reception be over-subscribed.

However, you must apply again in the September before your child's 4th birthday for admission to our Reception class using the Common Application form which can be obtained from the Local Authority. Applications can be accessed at www.sunderland.gov.uk/admissionsonline

Review

This policy will be reviewed annually by the Governing Body.

St Anne's RC Primary School

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

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

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

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

Parishes served by the school

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

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2019.

Application Procedures and Timetable

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

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

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

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Mrs S Johnson 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, as set out above, will be applied.

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

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

Right of Appeal

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

Fair Access Protocol

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

Nursery

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

False evidence

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2019.

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

Tie Breaker

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

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

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

Notes and definitions

1. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

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

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

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

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

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

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

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

8. **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.

9. **Sibling** includes:

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

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

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

St. Bede's RC Primary

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

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

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

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

Parishes served by the school

The school serves the former parish of St Bede's, Washington within the parish of St John XXIII, Washington and Penshaw.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2019.

Application Procedures and Timetable

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

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

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

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the Head Teacher, St Bede's Primary School, Hampshire Place, Washington, Tyne and Wear, NE37 2NP. Parents will be advised of the outcome of their application in writing.

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

Right of Appeal

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

Fair Access Protocol

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

Nursery

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

False evidence

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

Oversubscription Criteria

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

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

Tie Breaker

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

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

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

Notes and definitions

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

2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to

proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

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

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

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

9. **Sibling** includes:

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

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

11. St Bede's RCVA Primary School serves the former parish of St Bede's, Washington within the parish of St John XXIII, Washington and Penshaw. A boundary map is available to view in the school.

12. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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

St Benet's RC Primary

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

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

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

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

Parishes served by the school

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

Published Admission Number

The governing body has set its published admission number (PAN) at 45 pupils to be admitted to [the reception year] in the school year which begins in September 2019.

Application Procedures and Timetable

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

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

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may

be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

Parents should apply directly to their 'preferred' school using the Sunderland School Transfer Application Form. Parents can seek advice from the Schools' Admissions Team.

Right of Appeal

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

Fair Access Protocol

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

Nursery

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

False evidence

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2019.

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

Tie Breaker

Where there are places for some but not all applicants in each of the criteria distance from the centre of home address to the main entrance of the school will be the deciding factor, with priority being given to those whose address is nearest to the school entrance when measured by the shortest walking route along a recognised lit footpath. Measurements will be calculated using the Local Authority's Geographical Information System (GIS).

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

Notes and definitions

1. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

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

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

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

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

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

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

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

8. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

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

St Cuthbert's RC Primary

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

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

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

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

Parishes served by the school

The school serves the parishes of Immaculate Heart of Mary, Sunderland, Holy Rosary, Sunderland and the former parish of Holy Family, Sunderland (which is now part of the parish of St Anne and Holy Family).

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2019.

Application Procedures and Timetable

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

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

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

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Mrs J. Ward, St. Cuthbert's R.C. Primary, Grindon Lane, Grindon, Sunderland, Tyne & Wear, SR4 8HP. Parents will be advised of the outcome of their application in writing.

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

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

Right of Appeal

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

Fair Access Protocol

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

Nursery

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

False evidence

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2019.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parishes of Immaculate Heart of Mary, Sunderland, Holy Rosary, Sunderland and the former parish of Holy Family, Sunderland (which is now part of the parish of St Anne and Holy Family). (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

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

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

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

Notes and definitions

1. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster

parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

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

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

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

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

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

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

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

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

9. **Sibling** includes:

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

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

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

St John Bosco RC Primary

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

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

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

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

Parishes served by the school

The school serves the parish of Sacred Heart & St. John Bosco, Sunderland.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to our Reception class in the school year which begins in September 2019.

Application Procedures and Timetable

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

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

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may

be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the School Office:

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

Telephone Number: 0191 5536921

E-Mail: stjohn.bosco.primary@schools.sunderland.gov.uk

Parents will be advised of the outcome of their application in writing. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

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

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

Right of Appeal

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

Fair Access Protocol

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

Nursery

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

False evidence

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2019.

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

Tie Breaker

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

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

Notes and definitions

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

2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to

proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

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

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

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

9. **Sibling** includes:

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

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

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

St John Boste RC Primary

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

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

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

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

Parishes served by the school

The school serves the former parish of St John Boste, Washington within the parish of St John XXIII, Washington and Penshaw.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2019.

Application Procedures and Timetable

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

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

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

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Mrs Denise Cushlow at St John Boste RC Primary School. Parents will be advised of the outcome of their application in writing.

Right of Appeal

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

Fair Access Protocol

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

False evidence

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2019.

1. Looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the former parish of St John Boste (see note 3)
3. Catholic children whose home address is outside of the boundaries of the former parish of St John Boste but within the parish boundaries of St John XXIII, Washington and Penshaw

4. Other Catholic children. (see note 3)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children with an older sibling in school in September 2019.
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
9. Any other children.

Tie Breaker

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

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

Notes and definitions

1. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.
3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

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

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

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

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

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

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

8. **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.
9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

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

St Joseph's RC Primary School, Sunderland

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

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

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

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

Parishes served by the school

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

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2019.

Application Procedures and Timetable

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

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

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

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Mr D J Groark at St Joseph's RCVA Primary School. Parents will be advised of the outcome of their application in writing.

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

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

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

Right of Appeal

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

Fair Access Protocol

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

Nursery

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

False evidence

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2019.

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

Tie Breaker

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

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

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

Notes and definitions

1. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

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

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

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

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

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

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

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

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

9. **Sibling** includes:

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

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

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

St. Joseph's RC Primary School, Washington

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

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

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

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

Parishes served by the school

The school serves the former Parish of Our Blessed Lady Immaculate, Washington within the parish of St. John XXIII, Washington and Peshaw.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2019.

Application Procedures and Timetable

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

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

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

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the Head Teacher, St. Joseph's Catholic 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 both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

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

False evidence

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2019.

1. Catholic looked after and previously looked after children (see notes 2&3)
2. Catholic children whose home address is within the boundaries of the former parish of Our Blessed Lady Immaculate (see note 3, 8 and 11)
3. Catholic Children whose home address is outside of the boundaries of the former parish of Our Blessed Lady Immaculate but within the parish boundaries of St. John XXIII, Washington and Penshaw. (see note 3, 8 and 11)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children with an older sibling in school in September 2019.
8. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
9. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
10. Any other children.

Tie Breaker

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

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

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

Notes and definitions

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

2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

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

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

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

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

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

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

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

8. **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.

9. **Sibling** includes:

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

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

11. St. Joseph's Catholic Primary School serves the former Parish of Our Blessed Lady Immaculate, Washington within the parish of St. John XXIII, Washington and Penshaw. A boundary map is available to view in school.

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

St Leonard's RC Primary

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

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

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

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

Parishes served by the school

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

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2019.

Application Procedures and Timetable

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

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

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may

be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

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

Parents should apply directly to the school by contacting office@stleonards.school or by ringing 0191 5536288. The Sunderland School Transfer Application Form should be used. Parents can seek advice from the Schools' Admission Team.

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

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

Right of Appeal

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

Fair Access Protocol

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

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

False evidence

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2019.

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

Tie Breaker

Where there are places for some but not all applicants in each of the criteria distance from the centre of home address to the main entrance of the school will be the deciding factor, with priority being given to those whose address is nearest to the school entrance when measured by the shortest walking route along a recognised lit footpath. Measurements will be calculated using the Local Authority's Geographical Information System (GIS).

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

Notes and definitions

1. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

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

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

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

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

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

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

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

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

9. **Sibling** includes:

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

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

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

St. Mary's RC Primary

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

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

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

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

Parishes served by the school

The school serves the parish of Our Lady of Mercy (formerly known as the parishes of St Mary's, St Cecilia and St Patrick), Sunderland.

Published Admission Number

The governing body has set its published admission number (PAN) at 60 pupils to be admitted to the reception year in the school year which begins in September 2019.

Application Procedures and Timetable

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

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

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

All applications which are submitted on time will be considered at the same time. Governors will meet to consider all applications after the closing date which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the 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 both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

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

False evidence

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2019.

Second priority in each category will be given to children of a member of staff who has been employed at the school for two years or more, at the time at which the application for admission to the school is made (see note 11).

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

Tie Breaker

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

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

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

Notes and definitions

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

2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

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

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

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

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

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

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

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

8. **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.

9. **Sibling** includes:

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

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

11. A member of staff includes all school staff who are under the direct employment of the governing body of the school.

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

St Michael's RC Primary

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

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

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

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

Parishes served by the school

The school serves the parishes of 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 2019.

Application Procedures and Timetable

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

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

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may

be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Mrs. M. Wilson, Headteacher, St. Michael's Primary School, Durham Road, Houghton-le-Spring DH5 8NF. Parents will be advised of the outcome of their application in writing.

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

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

Right of Appeal

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

Fair Access Protocol

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

False evidence

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2019.

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. (see note 3)
3. Children who are baptised as Catholics or have been formally received into the Catholic Church whose home address is outside of the parish boundaries of St Michael's, Houghton-le-Spring and St. Mary's, Easington Lane.
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

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

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

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

Notes and definitions

1. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

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

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

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

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

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

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

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

8. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

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

St. Patrick's RC Primary

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

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

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

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

Parishes served by the school

The school serves the parish of St Patrick's in Ryhope, Sunderland.

Published Admission Number

The governing body has set its published admission number (PAN) at 25 pupils to be admitted to [the reception year] in the school year which begins in September 2019.

Application Procedures and Timetable

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

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

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may

be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

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

Late Applications

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

Admission of Children below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

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

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

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

Waiting Lists

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

Infant Class Size Regulations

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

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

In-Year Applications

An application can be made for a place 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 RC Primary School. Parents will be advised of the outcome of their application in writing.

Right of Appeal

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

Fair Access Protocol

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

False evidence

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2019.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Patrick's, Ryhope. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)

5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

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

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

Notes and definitions

1. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.
3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

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

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

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

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

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

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

8. **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.
9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

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

Town End Academy

The Trust Board of WISE Academies will be the Admission Authority for this academy. 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**

Valley Road Primary Academy

Please note that the admissions policy for Valley Road Primary Academy was unavailable at the time of going to print.

Appeals Process

Please note that this does not apply to children with an Education, Health and Care Plan or a Statement of SEN. Appeals for these children are dealt with by the SEN & Disability Tribunal.

25. If my child is not offered a place at any of my preferred schools/Academies, can I appeal?

Yes – If your child is not offered a place at any of your preferred schools/Academies, you have the right to appeal against this decision to an independent appeal panel.

26. How do I do this?

If it has not been possible to offer a place at your preferred Community or Voluntary Controlled school(s), information would have been included with your letter from the School Admissions Team. If you wish to appeal against this decision you would need to request a form from the School Admissions Team. You will then need to complete the form, outlining your reasons, and return it to the Clerk to the School Admissions Panel of the City Council.

If your preferred school(s) is a Voluntary Aided school/Academy, your letter from the School Admissions Team would have explained that you need to contact the school or Academy directly to obtain information about the appeal process.

27. What happens next?

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

You will be notified of the date of the appeal hearing at least 2 weeks prior to that date.

A week before the hearing is due to take place, you will receive a copy of the LA's statement of case. This will explain why it was not possible to offer your child a place at the school and the implications of more children being admitted above the admission number.

If you are appealing for a place in an Aided school or Academy, you will receive a copy of the statement of case for the school or Academy.

28. What happens at the appeal hearing?

The appeal hearings for all Community and Voluntary Controlled schools and most Aided schools and Academies are 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 Together for Children, People 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.

30. What if my appeal is successful?

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

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

31. What if my appeal is unsuccessful?

If your appeal is dismissed (unsuccessful), this decision is final. Your child will remain on the waiting list in case any vacancies arise.

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

The School Admissions Team will continue to encourage you to consider other schools/Academies for your child, while still remaining on the waiting list for your preferred school/Academy.

32. What can I do if I'm unhappy about the Panel's Decision?

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

There is no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels but has a limited power to intervene in very exceptional circumstances.

The Local Government Ombudsman is not able to overturn an appeal panel's decision but can investigate written complaints about maladministration on the part of an admission appeals panel in respect of Community Schools. Currently the Education and Skills Funding Agency (ESFA) are appointed to investigate complaints about Academy Independent Admission Appeal Panels on behalf of the Secretary of State. This is not a right of appeal and has to relate to issues such as a failure to follow correct procedures or a failure to act independently, rather than complaints where you simply feel that the wrong decision has been made.

General school related issues

33. My child has got a place in a school/Academy, what happens next?

Once you have been offered and accepted a place in a school/Academy, you will receive no further correspondence from the School Admissions Team. You will receive information from the school/Academy about visits, uniform, etc. This will happen during the summer term. Your child will be invited to attend the school/Academy for a visit and you will receive information about start and finish times, term dates, etc.

34. Will I be able to get any help towards the cost of the uniform?

Provision of a grant towards the cost of a school uniform is no longer available from Sunderland City Council or Together for Children. School governing bodies now determine the uniform policy of each individual school.

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 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 - if you apply on or after 1 April 2018 and your income must be less than £7,400 a year (after Tax and not including any benefits you get).

Universal Credit roll-out protection

If your child is eligible for free school meals, they'll remain eligible regardless of changes in financial circumstances or loss of benefit until they finish the phase of schooling (primary or secondary) they are in on 31 March 2022.

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.

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 2018

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Statement of SEN	Total places allocated	Vacancies
Albany Village Primary	88	30	0	-	8	0	19	0	27	3
Barmston Village Primary	38	30	0	-	16	0	8	0	24	6
Barnes Junior	119	90	1	80	0	0	3	0	84	6
Bernard Gilpin Primary	114	50	3	-	18	0	36	0	57	0
Biddick Primary	90	45	2	-	15	0	21	0	38	7
Blackfell Primary	53	30	1	-	8	0	11	0	20	10
Broadway Junior	69	60	0	40	0	0	7	1	48	12
Castletown Primary	65	60	0	-	18	0	24	0	42	18
Dame Dorothy Primary	65	30	2	-	10	0	18	0	30	0
Easington Lane Primary	60	45	2	-	16	0	21	0	39	6
East Rainton Primary	35	20	0	-	7	0	13	0	20	0
Fulwell Junior	96	90	1	82	0	0	2	4	89	1
Grange Park Primary	54	30	0	-	13	0	17	0	30	0
Grangetown Primary	65	45	0	-	7	0	12	0	19	26
Grindon Infant	107	60	0	-	9	0	47	0	56	4
Hetton Primary	76	20	0	-	8	0	12	0	20	0
Highfield Primary	89	60	0	-	19	0	30	0	49	11
Hudson Road Primary	51	40	1	-	20	0	15	0	36	4
Hylton Castle Primary	71	30	1	-	9	0	20	0	30	0
Lambton Primary	69	30	1	-	10	0	15	0	26	4

School	Total applications received	PAN	Looked After Children	Feeder Infant	Sibling link	Medical	Distance	Statement of SEN	Total places allocated	Vacancies
Marlborough Primary	32	30	1	-	11	0	6	0	18	12
Mill Hill Primary	129	60	0	-	22	0	38	0	60	0
Richard Avenue Primary	81	60	0	-	20	0	26	0	46	14
Rickleton Primary	85	60	4	-	18	0	32	0	54	6
Ryhope Junior	63	60	0	55	0	0	0	0	55	5
Seaburn Dene Primary	80	30	0	-	8	0	15	1	24	6
Shiney Row Primary	46	45	0	-	10	0	12	1	23	22
Southwick Primary	59	45	3	-	14	0	19	0	36	9
Springwell Village Primary	42	30	1	-	9	0	20	0	30	0
St Paul's CE Controlled Primary	77	30	1	-	17	0	12	0	30	0
Thorney Close Primary	71	40	0	-	8	0	27	0	35	5
Usworth Colliery Primary	101	60	2	-	16	0	40	2	60	0
Valley Road Primary	55	60	1	-	22	0	19	0	42	18
Wessington Primary	67	30	1	-	14	0	15	0	30	0
Willow Fields Primary	35	20	0	-	8	0	11	0	19	1

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 2018.

Aided Primary & Free School & Academy place allocations for September 2018

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	92	60	2	17	0	19	-	-	-	-	0	38	22
Barnes Infant Academy	196	90	0	31	0	60	-	-	-	-	0	91	0
Barnwell Primary Academy	92	30	1	9	0	20	-	-	-	-	0	30	0
Benedict Biscop CE Academy	88	30	0	10	0	22	-	-	-	-	0	32	0
Bexhill Academy	95	60	0	21	0	12	-	-	-	-	0	33	27
Burnside Academy	47	30	0	6	0	5	-	-	-	-	0	11	19
Diamond Hall Infant Academy	124	90	3	24	0	52	-	-	-	-	0	79	11
Diamond Hall Junior Academy	94	90	1	82	0	0	1	-	-	-	1	85	5
Dubnre Academy	74	60	1	16	0	26	-	-	-	-	1	44	16
East Herrington Academy	156	60	0	34	28	-	-	-	-	-	0	62	0
English Martyrs' RC Primary	52	30	0	6	1	0	0	2	0	10	0	19	11
Eppleton Academy	52	30	0	8	0	13	-	-	-	-	0	21	9
Farringdon Academy	92	60	0	17	0	28	-	-	-	-	1	46	14
Fatfield Academy	58	30	0	8	0	22	-	-	-	-	0	30	0
Fulwell Infant Academy	183	90	0	45	43	2	-	-	-	-	0	90	0
George Washington Primary	117	60	2	24	0	24	-	-	-	-	0	60	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
Gillas Lane Academy	33	30	0	9	0	7	-	-	-	-	0	16	14
Grindon Hall Christian School	110	66	0	0	13	0	19	-	-	-	0	32	34
Hasting Hill Academy	45	50	3	6	0	14	-	-	-	-	0	23	27
Hetton Lyons Primary	137	60	1	26	0	33	-	-	-	-	0	60	0
Hill View Infant Academy	202	120	2	41	0	77	-	-	-	-	0	120	0
Hill View Junior Academy	130	120	3	107	0	0	2	-	-	-	0	112	8
Holley Park Academy	77	35	1	9	0	17	-	-	-	-	0	27	8
John F Kennedy Primary	108	60	1	19	0	27	-	-	-	-	0	47	13
Newbottle Primary Academy	93	60	1	21	0	29	-	-	-	-	0	51	9
New Penshaw Primary	44	30	1	10	0	11	-	-	-	-	0	22	8
New Silksworth Academy Infant	63	70	2	13	0	19	-	-	-	-	0	34	36
New Silksworth Academy Junior	67	70	1	62	0	0	-	-	-	-	0	63	7
Northern Saints CE Primary	121	90	1	34	0	54	-	-	-	-	0	89	1
Our Lady Queen of Peace RC Primary	104	45									0	45	0
Oxclose Primary Academy	97	30	0	16	0	12	-	-	-	-	2	30	0
Plains Farm Academy	45	30	0	8	0	12	-	-	-	-	0	20	10
Redby Primary Academy	98	60	2	15	0	29	-	-	-	-	0	46	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
Ryhope Infant Academy	101	65	3	21	0	33	-	-	-	-	0	57	8
South Hylton Primary Academy	51	30	0	15	0	15	-	-	-	-	0	30	15
St Anne's RC Primary	72	30	0	13	5	1	1	0	0	0	0	30	0
St Bede's RC Primary	67	30	0	21	3	0	0	1	2	3	0	30	0
St Benet's RC Primary	66	45	0									34	11
St Cuthbert's RC Primary	82	30	0	17	8	0	5	0	0	-	0	30	0
St John Bosco RC Primary	51	30										29	1
St John Boste RC Primary	68	30										26	4
St Joseph's RC Primary Sunderland	77	30	0	14	6	0	0	0	9	1	0	30	0
St Joseph's RC Primary	Washington	92	30	0	23	7	0	0	0	0	0	0	30
St Leonard's RC Primary	61	30										23	7
St Mary's RC Primary	144	60	0	33	19	0	0	30	1	3	0	60	0
St Michael's RC Primary	62	30	0	30	0	0	0	0	0	-	0	30	0
St Patrick's RC Primary	29	25										14	11
Town End Academy	65	30	2	7	0	17	-	-	-	-	0	26	4

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 2018.

Please note that the admission criteria for September 2019 may be different to the admission criteria for September 2018 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 2018

School	Number of appeals lodged by parents	Number of appeals heard	Number of successful appeals	Number of appeals dismissed
Barnes Infants	4	4	0	4
Barnwell	4	4	0	4
Benedict Biscop	2	2	2	0
Bernard Gilpin	8	8	8	0
Dame Dorothy	1	0	0	0
East Herrington	4	4	2	2
Fulwell Infant	3	2	0	2
Grange Park	2	1	0	1
Hetton Primary	2	2	0	2
Hetton Lyons	9	6	0	6
Mill Hill	1	1	0	1
Our Lady Queen of Peace	1	0	0	0
Oxclose	2	1	0	1
St Cuthbert's	3	1	0	1
St Joseph's Sunderland	2	2	0	2
St Joseph's Washington	3	3	1	2
St Michael's	1	1	0	1
St Paul's	4	4	0	4
Wessington	1	0	0	0

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
Barmston 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

Admission to Primary Schools – Information for Parents 2019/2020

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

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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 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

