

# RED HALL PRIMARY SCHOOL



## Admissions Policy

Document History	
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<b>By:</b>	Darlington Borough Council
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## **Darlington Community and Voluntary Controlled Primary Schools**

Darlington Local Authority, is the Admissions Authority for the following community and voluntary controlled schools:

**Normal Point of Entry** The local authority will consider all preferences for each of the maintained schools named above if stated on the Primary School Application (PSA) form, against the oversubscription criteria as set out below. When stating a preference parents are entitled to state a reason for doing so, however the only criteria used to allocate places are those detailed below. If there are more applications than the number of places available in a particular school, then the school is deemed to be oversubscribed and the oversubscription criteria will be applied. In determining admissions, priority will be given to those applications where the (PSA) is received by the published deadline. Applications received after the deadline ('late' applications) will then be considered.

**Co-ordinated Scheme** The local authority as an admission authority will follow the procedures and timetable as set out in the coordinated arrangements as detailed in this guide.

**Education, Health & Care Plan** The admission of pupils with an Education, Health and Care Plan (EHCP) are dealt with by a completely separate procedure. Children with an EHCP that names a 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.

### **Admissions Oversubscription Criteria**

- Priority 1** Looked After Children and all Previously Looked After Children (see note 1)
- Priority 2** Medical Reasons Children with exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner (see note 2)
- Priority 3** Family Links Children who have a brother or sister already attending the school and are expected to be on roll at that school at the time of admission (see note 3)
- Priority 4** Rural Children living within the Rural Wards of the Borough of Darlington who have been unsuccessful in obtaining a place at one of their preferred schools AND for whom the nearest alternative school would otherwise be more than two miles from their home will be given priority over other children for places at certain schools (see "Rural Wards" explanation under Home to School Transport on pg 14).
- Priority 5** Distance (**Rural Wards of Darlington Borough Council**) - Children who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate, via the shortest route which is paved/tarmaced\*. This will be based on the home address of the child. To remain consistent, the Authority uses a Geographical Information System to measure all distances.

**(Urban Wards of Darlington Borough Council)** - Children who live nearest the preferred school measured from the front door of the home address (including flats) (see note 4) to the main school gate, by the shortest walking route. This will be based on the home address of the child. To remain consistent, the Authority uses a Geographical Information System to measure all distances.

The Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmaced). The local authority accepts there may be exceptions and will treat each case on its merits.

\*In the rural wards, the Council is aware that the shortest route may not be a safe route to walk. Therefore, if a child living in a rural ward, is successful in gaining a place at a school; where the route taken when measured by the Local Authority, is paved/tarmaced but not also lit at regular intervals, then the Local Authority will provide assistance with transport, even if it is less than the statutory duty for a child of the appropriate age.

A copy of the map is available in the back of this Guide for Parents and on the Council's website.

## Notes

### 1. Looked After & Previously Looked After

- 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 made under Section 46 of the Adoption and Children Act 2002.
- A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.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 (Section 14A Children Act 1989).
- 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.

### 2. Medical Criterion

If you state a preference for any of the 3 maintained schools and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why the school in question is the most suitable school and the difficulties it would cause if your child had to travel to another school. Permission from parents must be given to share this information.

### 3. Family Links - Children have a family link if:

- They are half or full brother or sister;
- They are adoptive brother or sister;
- They are a foster brother or sister;
- Their parents are married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special guardianship/child arrangement order)

#### **4. Home Address**

The home address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address of the child at the time of application, where they mainly reside Monday to Friday. You must not give the address of childminders or other family members who may share in the care of your child. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside. If the main address has changed temporarily, for example where a parent resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided. Where there are shared care arrangements, the home address will be where the child lives for the majority of the week Monday to Friday or where a court has determined their home address should be.

#### **Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the child(ren) is a twin or from multiple births. The 'excepted' pupil(s) will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

#### **Tie-Break**

In the event of a tie-break in any criteria, distance will be the deciding factor. The Authority will carry out a thorough investigation, which may involve an Officer walking the route using a pedometer as distance will be the deciding factor.

#### **Waiting Lists**

Your child's position on a waiting list(s) will be determined by the oversubscription criteria. If you want your child's name to be added to a waiting list for any school that you stated a preference for, then you must complete the 'options' form attached to the refusal/offer letter issued on 16 April 2019. The local authority holds waiting lists only for schools within Darlington Borough and names can be added to a waiting list at any time. When pupil numbers fall below the published admission number, children will be admitted from the waiting list in accordance with the oversubscription criteria but without reference to preferences expressed in the initial round of offers. The local authority does not take into account the length of time on the waiting list. Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. The local authority will maintain waiting lists for Reception Year pupils only until the end of July 2020 (the end of the first year of admission). Thereafter, normal transfers/in-year admission arrangements will operate.

#### **Right of Appeal**

If it has not been possible to offer your child a place at your stated preferred school, you have the right to appeal against the decision. Appeals are heard by an independent panel and parents are given the opportunity to state their case in writing and to attend the hearing in person. Parents can bring along a friend or representative to support them. If you do wish to appeal

against the decision not to offer your child a place at any of the maintained schools you stated as a preference, you should complete the 'options' form, which is sent with the 'offer of place' letter and return it to the Schools Admissions Team within 7 working days. The local authority can then send details of the independent appeals procedures and a 'Notice of Appeal' form.

To make a new appeal during the same academic year for a maintained school where an appeal has already been heard, is at the discretion of the local authority if, for instance there has been a significant or material change in the family circumstances.

### **Withdrawal of a place offered**

The local authority would only look to withdraw the offer of a place having once established it had been obtained fraudulently or offered in error by the local authority or a parent had not responded within a reasonable period of time. Once a child had started at the school, only if the place at been obtained fraudulently would the local authority consider withdrawing the offer and the length of time in attendance would be taken into account.

### **In-Year Applications Forms**

Families who move into the area who require a place(s) at a Darlington school must contact the Schools Admissions Team at the Town Hall. Parents will be sent an In-year Application Form (IYAF) out and directed to the Council's website for a copy of the Guide for Parents.

Should a place be available at a school requested by a parent, a meeting with the Head Teacher will take place before a start date is agreed. The Schools Admissions Team in agreement with the parent and the Head Teacher of the school will arrange this meeting. Should however a parent request a place at a school that has no places available, then they will be informed about the appeals process and the availability of alternative school places.

### **Admission of children outside their normal age group and deferred entry**

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach a covering letter along with any accompanying documentation that details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented. This should be forwarded to the School Admissions Team who will consider the request. Once a decision has been made the authority will write to the parent informing them of the decision and setting out reasons for such. Parents of summer born children\* can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the year of entry.

### **Admission of children below compulsory school age**

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. Once an offer of a place is made at a maintained school a child may start school immediately in the September at the point of entry even if their child is still only four. However, children may also attend part-time until they reach compulsory school age\*\* and parents can defer the date their child is admitted until later in the school year.

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

\*Summer born children relate to those born from 1 April to 31 August

\*\*Children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

**Community and Voluntary Controlled Schools Proposed Admission Number**

Red Hall Primary School Admission Number - 30