

Admissions Policy for Northumberland County Council's Community and Voluntary Controlled Schools

Northumberland County Council Admissions Policy for Community and Voluntary

Controlled Schools - 2014/15

Transfer Admissions - First to Middle; Middle to High; Primary to Secondary schools

1. The County Council's admission arrangements reflect the requirements of the School Admissions Code which can be found on the DfE website.

1.1 The County Council is obliged to admit all applicants to a particular school provided these do not exceed the school's Published Admission Number (PAN).

1.2 The Published Admission Number of each school for entry in September 2014 is published in the Admissions Handbook.

This publication will be available from September 2013 and can be provided by the School Admissions team on request. Full admission arrangements can be found on the Northumberland County Council website.

1.3 When a school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the statement, priority for admissions will be given to those children who are deemed to be 'looked after' or who have previously been 'looked after'.

The priority order for considering the remaining applications is as follows:

1. Pupils living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.
2. Pupils on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents or the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker.
3. Pupils resident in the greater catchment area of the school partnership who have siblings already in the school who are expected to be on roll at the school at the time of admission. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date.

4. Pupils living within the greater catchment area of the school partnership and those on whose behalf firm evidence is presented that they will be living in the greater catchment area by the appropriate admission date.

5. Pupils who have an older sibling who already attends the school including sixth form and who is expected to be on roll at the school at the time of admission.

*NOTE: Supporting evidence should set out the particular reasons why the school in question is the most suitable school and **must** be submitted at the time of application. **You will not be allocated a place under this criterion if you omit to send to the School Organisation Manager a written statement from a professional third party with your application.** For the purpose of admissions siblings are deemed to be brothers and sisters, step brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.*

6. Requests on behalf of pupils which are based on the need to maintain continuity of educational provision within the feeder pattern of Northumberland's schools.
Important: This criterion does not apply to those pupils who have entered a school in the final year before transfer.

7. Pupils on whose behalf preferences are expressed on grounds other than those outlined above. **Parents will be asked to provide evidence of residency if the requested school is oversubscribed.** In instances where it is demonstrated that a place at a preferred school has been obtained on the basis of a false statement of address, the County Council reserves the right to discount the clause covering attendance at a feeder school when considering an application for a place on transfer to the next stage of schooling.

1.4 Where there are more applications than places available children from multiple births will be given priority within each of the above criterion. If a further tie break is necessary distance between home and the school will be used to prioritise applications (see below).

1.5 Should it prove necessary, because places are limited, to distinguish between pupils in any given category priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') from the front door of the home to main gate of the school. The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement.

1.6 Applications on behalf of children who are resident in other Local Authority areas will be considered in the same way as applications from Northumberland residents.

1.7 Children with disabilities will be treated no less favourably than other applicants for admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, and no child will be refused a place on the grounds of disability. A pupil has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

1.8 The County Council reserves the right to vary these criteria within the relevant year to take account of revisions to legislation or its interpretation by the courts.

1.9 In cases when an application for a place has been unsuccessful, the child's name will be placed on a reserve list for the school in question under the appropriate Co-ordinated Scheme. Under the Co-ordinated Scheme, reserve lists will be maintained until the end of

the first term of the school year to which they relate. No further arrangements will be made to maintain reserve lists after 31 December 2014.

1.10 Those parents whose application to a school has been unsuccessful will be notified of their right of appeal to an Independent Appeal Panel. The School Standards and Framework Act 1998, gives this right to all parents whose application for a school has been unsuccessful. The decision of an Appeal Panel is binding on both the Admission Authority and the school. The School Admissions Appeals Code can be found on the DfE website at: www.DfE.gov.uk.

2 Co-ordinated Arrangements

2.1 The following arrangements come under the auspices of the relevant Co-ordination Scheme and are common to all admission authorities in Northumberland as well as other Local Authorities. Details of the full co-ordinated scheme can be found on the Northumberland County Council website.

2.2 The last date for receipt of requests for places for September 2014 will be determined by the relevant Co-ordinated Scheme.

Application forms submitted after the closing dates will result in late offers being made.

3 Publication of the Local Authorities Admissions Handbook (2014/15)

The Admissions Handbook for September 2014 entry will be available from the beginning of September 2013.

4 Admissions timetable

9 September 2013: E-admissions portal opens.

9 September 2013: Common Application forms together with Admissions Information and School Prospectuses are made available to parents.

31 October 2013: Closing Date for Applications: E-admission portal closes.

23 January 2014: Last date of notifying the County Council of changes of applications eg change of address.

28 February 2014: Parents notified of the outcome of their applications for school places

14 March 2014: Last date for offers to be accepted by parents.