



Admissions Policy

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West Jesmond Primary	March 2017	1.0	Annual update Governing Body Approval

Reception Admissions 2018-19

West Jesmond Primary School follows the admissions 'code' or 'guidance' detailed below in accordance with guidance from the Department of Education: <https://www.gov.uk/government/publications/school-admissions-code--2>

To view the coordinated admissions scheme for Newcastle Upon Tyne maintained schools including academies, please follow this link - <https://www.newcastle.gov.uk/schools-and-learning/admissions-and-school-transfers/admissions-arrangements-201819>

The Governing Body is the Admissions Authority of this school and is responsible for determining the schools' admissions policy. This is the Admissions Policy for the academic year 2018-19.

How and when to apply for places

All applications for school places must be made on Newcastle City Council's school application form and returned to Newcastle City Council. Applications for Reception places for September 2018 must be submitted by midday on 15 January 2018. Applications for school places in other year groups or after the start of the school year can be submitted at any time.

Late applications

Applications received after the closing date will be classed as late and processed after all of the applications received on time.

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Admission of children outside their normal year group

Parents may request that their child is admitted outside their normal age group if they feel their child is not ready to start school with their peers, for example because the child has suffered ill health or is summer born (born between 1 April 2014 and 31 August 2014). Requests must be submitted in writing to the LA and include any supporting evidence from relevant professionals.

Requests must be submitted before the closing date for reception applications in the child's normal age group in good time for the LA to be able to consult the governing body and Head teacher of the school and inform the parent of the outcome before the closing date for the normal age group. In other words, for children due to start school in September 2018 where the parent wishes the child to delay admission until 2019, parents must submit their requests well before 15 January 2018. The LA will consider each case individually.

Special Educational Needs

Children who have an Education, Health and Care Plan which names the school will be admitted to the school.

How places will be allocated

If there are enough places at the school then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places.

1. Children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
2. Children with a brother or sister (a sibling) who will be on roll at the school on the date that the child will be admitted in September 2018. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, as long as the children live at the same address. However, please note that children attending the nursery class or other Early Education or childcare provision attached to the school will not be given priority as sibling links.
3. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.
4. Children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

Parents and carers should note that the allocation of Reception places does not take into account attendance at any specific nursery class or school. Children in the nursery class of the school will not be given priority nor are they guaranteed a Reception place in the main school.

Additional notes

- In the event that more than one child has an equal right to an available place the place will be offered based on random allocation.
- Parents/carers have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid.

- When stating your choice of school, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives part of the week between two parents, the child's address should be the address where the child lives (1) during the school week, or (2) with the parent who receives child benefit or where the child is registered with a GP, if there is any dispute.

Waiting lists

For applications for Reception places, waiting lists will be kept until the end of December 2018 and will then be cleared. Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received.

From January and then on a termly basis, waiting lists will be cleared and parents will need to re-apply each term if they still want their child to be considered for a place at the school.

Right of appeal

Parents/carers who are refused a place for their child have a statutory right of appeal to an independent appeals panel. Please contact the School Appeals Team for information (phone 0191 2787878 or email admissions.information@newcastle.gov.uk). Information is also available at www.newcastle.gov.uk/admissions

Definitions

- A Looked After Child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An Adoption Order is an order made under section 46 of the Adoption and Children Act 2002.
- A Child Arrangements Order (previously known as a Residence Order) is an order outlining the arrangements as to the person with whom the child will live.
- A Special Guardianship Order is an order appointing one or more individuals to be a child's special guardian or guardians.

In Year Admissions

Decisions about in year admissions are now made by us as school. However, applications for places, during an academic year, must first be submitted directly to Admissions' Department at Newcastle City Council. Once an application is made via the Admissions Department, it is then forwarded on to us at school. If an application is received, a place is available and there is no waiting list, a place will be offered immediately. If an application is received, and there is no place available, your child will be placed on a waiting list. If a place becomes available, whilst your application is on the waiting list, a group of Governors and the Head Teacher will convene an 'Admissions Meeting' to decide who to allocate the place to. The following information will guide their decision making process:

Places will be offered to applicants ranked highest using the criteria set out below:

- **Looked After Children** in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions). Evidence of the appropriate order must be submitted.
- **Children with an older brother or sister** (a sibling) in attendance at the school at the date of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner where the children live at the same address.

- **Children with a specific medical reason to go to the school** (for example, where the child or one or both parents has a disability that means that they can only go to one school). Supporting evidence from a doctor, or other professional involved with the child must be provided. The evidence must relate specifically to the school for which the application is being made and must clearly demonstrate why it is the only school that can meet the child's needs. It should explain the difficulties that would arise if the child has to attend an alternative school. This evidence must be submitted with the application. If the required evidence is not provided, the school will be unable to consider giving the child higher priority.
- **Children living nearest to the school.** Measurement is the straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system. In the event that more than one child has an equal right to an available place the place will be offered to the older child.

Parents have two weeks to return an acceptance for an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required.