



Reception Admissions 2017-18

As Foundation Trust school we follow the admissions 'code' or 'guidance' detailed below in accordance with guidance from the Department of Education:

Every child who wants a place at a school will be offered one unless there are more applications for the school than there are places available. Where there are more applications for admission than places available, the following oversubscription criteria in the order shown will be used to determine which children will be allocated places.

Children with a Statement of [Special Educational Needs](#) where the school is named in the statement will be admitted to that school. Places will be offered to applicants ranked highest using the criteria set out below.

1. **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 before the closing date.
2. **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.
3. **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 or before the closing date. If the required evidence is not provided, the local authority will be unable to consider giving the child higher priority.
4. **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 and British National Grid Easting and Northing co-ordinates. A place will be offered at the highest ranked preferred school for which the child is eligible. If a place cannot be offered at a nominated school, a place will be offered at the nearest school with available places for which the child is eligible. If an application is not received, a place will be offered at the nearest school with available places for which the child is eligible. 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. Preferences cannot be changed after the closing date for

applications unless there are very exceptional circumstances and the allocation process has not begun. 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.

In 2016 there were 273 applications for 90 Reception places at West Jesmond, 34 places were offered as a result of sibling links and 56 places were offered in accordance with distance from school. Distance from school was 1.4 miles in 2016 and 0.9 miles in 2015.

Late applications - Applications received after the closing date will be classed as late and processed after all of the applications received on time. If there are very exceptional circumstances as to why the application is late, appropriate evidence is supplied and the allocation process has not begun, a late application may be processed on time as an exception.

Parental responsibility - 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 who receives, or is eligible for, the payment of the child benefit.

Waiting lists - Children will be kept on a waiting list for any school ranked higher on their application than the school they have been offered and will be allocated a place if one becomes available. The waiting list will be ranked in order of priority using the oversubscription criteria. Waiting lists will be held until the end of the autumn term.

Right of appeal - Parents or carers who are not offered a place for their child at the school have a statutory right of appeal to an independent appeals panel. Please contact the local authority for information. Information is also available on the Newcastle City Council website.

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 **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.

Key dates for September 2017

1 September 2016 Apply online from this date

15 January 2017 Closing date for all application forms to be received. Deadline for applications is midday (12 noon)

3 February 2017 Last date for you to tell us about exceptional circumstances, such as a house move or loss of sibling link, for it to be considered in the process for 18 April.

18 April 2017 National offer day. Login online to see your offer. Alternatively we will post letters second class today to paper applicants.

2 May 2017 Deadline to accept offer. If you do not respond we may remove the place and reallocate it to another child.

8 May 2017 First waiting list round to reallocate places that have become available.

15 May 2017 Deadline to submit late changes and late applications to be considered in the second waiting list run.

22 May 2017 Deadline to submit an appeal to ensure it is heard in the first round of appeals.

5 June 2017 Second waiting list run to reallocate places that have become available. Late applicants and late changes will be made offers today.

In Year Admissions from January 2014

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.