Ingleton C of E Primary School

ADMISSION POLICY 2028-2029

Policy Agreed by DNDLT	[ ] February 2027
Review Date (Academy Council)	Spring 2028

The Durham and Newcastle Diocesan Learning Trust is the Admissions Authority for the school.

We intend to admit up to 15 pupils to the Reception year group in September 2028. This arrangement follows consultation between the Durham and Newcastle Diocesan Learning Trust, the Academy Council, the Local Authority, all other schools in the area and all other Admission Authorities in the area.

Applications must be made on the Local Authority Common Application Form. This form must be returned to the Home Local Authority no later than 15th January. The Home Local Authority is the Local Authority where the Parents (see note 1) live at the time of the application. Applications received after the closing date will only be considered after all those received by the closing date.

Children who have an Education, Health and Care [EHC] plan where the school is named as the most appropriate educational setting for the child will be admitted to the school before all others. Where there are insufficient places available to meet all parental preferences, the school Academy Council will allocate the remaining places on the basis of equal preference and priority will be given to applications in the following order:

1 **Looked after children including 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. (see Note 2) including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (See Note 3)**

2 **Children who will have a sibling (see note 4) attending the school at the time of their admission**

3 **Children who have exceptional medical or social needs that it makes it essential that they attend our school rather than any other. These needs must be fully supported by written evidence from the appropriate professional involved with the family (see note 5)**

4 **Other children.**

Tie Breaker

Where there are places for some, but not all, applicants within a particular criterion, distance from home to school will be the deciding factor. This will be measured by the shortest available walking route; measured from the child's home address **(see note 6)** to the front entrance of the school using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. This process will be conducted in the presence of a person independent of the school.

All Other Admissions (in-year transfers)

Parents who wish their child to transfer to Ingleton C of E Primary School at any other time other than the beginning of primary education should contact the Durham Local Authority Admissions Team in the first instance. Admission to the school during the school year depends on whether or not there are places available and applications must be made via Durham Local Authority who co-ordinate in-year admissions on our behalf. Should there be space in the school we will admit your child. If more requests are received than there are places available, the above criteria will apply. Admissions outside the normal age group will be dealt with as indicated below.

Information about waiting lists

If you wish your child to attend Ingleton C of E Primary School you must fill in an application form, even if your child attends nursery for the school. Attendance at the nursery does not guarantee you a place at the school. If you are unable to gain a place initially then your child's name can be added to a waiting list for at least one term. This list will be administered in line with the admissions criteria and does not depend on the date an application is received. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Waiting lists will be maintained until 31 December of the admission year.

Multiple Births

For applications of children of multiple births, if one of the children is offered the last place available, we will offer a place for the other child/ren even if this means exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year

Admission of children below compulsory age range and deferred entry to school

The School Admissions Code 2021 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not legally 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 and the child's parents are entitled to: -

- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

If parents wish to exercise the above rights they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows: -

- that they wish their child to attend 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 provided this is not beyond the beginning of the final term of the school year.

The child must, however, start school full time in the term after their fifth birthday.

Requests for admission outside of normal age range

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 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 Headteacher 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 the request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (this 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 upon without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The Academy Council 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 range is offered then there is not right of appeal.

Right of Appeal

If you are not successful in obtaining a place for your child at our school, you have a statutory right of appeal. Further details are available from the school, Local Authority or the Chair of Academy Council in the first instance. Please be aware that the school is responsible for ranking applicants based on the above criteria and supplying this information to the Local Authority.

Notes

Note 1 "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2 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).

Note 3 Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked-after status.

Note 4 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer'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 is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 5 When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring our School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, heath visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 6 By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal

split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.