

Northumberland County Council Admissions Arrangements for Community and Voluntary Controlled Schools - 2018/19

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

1. Introductions

These are the admission arrangements for community and voluntary controlled middle, secondary and high schools.

Governing Bodies of all Community and Voluntary Controlled schools, Parents and wider community groups who may have an interest in school admission arrangements have been consulted on the County Council's Admission Policy.

2. Co-ordinated Admission Arrangements

In line with current legislation, the Local Authority has drawn up a separate scheme to coordinate admissions to maintained schools and Academies within Northumberland and neighbouring authorities for the main admissions round (phase transfer).

3. Published Admission Numbers

The admission number the Local Authority will publish for each community and voluntary controlled school is shown in Appendix 1.

4. The Local Authority Admissions Policy for 2018-2019

This admissions policy will be used to allocate places at those Local Authority schools which are oversubscribed. It is attached as Appendix 2 for entry to Year 5, Year 7 and Year 9.

5. Address to be Used in Determining Priority for Admission

If a school is oversubscribed, the address of the parent or carer with whom the child is normally resident will be used in the allocation process. Where a child's address is difficult to determine, for example where shared living arrangements are in place, the address of the parent or carer claiming child benefit will be used.

If that is not available the address shown on the NHS medical card can be used.

6. Fraudulent Applications and Withdrawal of a School Place

The local authority will not withdraw the offer of a place unless it has been established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer is withdrawn on the basis of fraudulent or misleading information, the application will be considered on the basis of correct information, and parents or carers will have the right of appeal where no place can be offered.

The local authority will seek to withdraw the offer of a school places if it is established that a fraudulent application was submitted.

Where parents or carers are found to have made a fraudulent application for a school place and the admission authority decides not to withdraw that place in the best

interests of the child, should a school place be sought for any other sibling, or siblings, the sibling criterion will not be considered.

8 Parental disagreement

The management of school applications may be severely delayed during the main admissions round where separated parents or carers of the child each submit a separate application for different schools. The School Admissions Code states that only one offer per child is made by the Local Authority. In this situation the Local Authority asks that parents and/or carers resolve matters between themselves and inform the Local Authority in writing of which application should be processed. The Local Authority will not become involved in private disputes; furthermore neither application will be processed until the matter is resolved.

7. The Admissions Timetable

The timetable for the September 2018 application and allocation processes will be in line with the co-ordinated admissions schemes in accordance with the timetable detailed in Appendix 3.

8. Late Applications

For oversubscribed schools, applications which are received or changed after the published closing date will only be considered in exceptional circumstances. Normally application submitted after the relevant published date will not be considered until after allocations for those parents who applied on time have been made. Any evidence submitted after the relevant date to support a late application or change of preference will not be considered. Affected applicants will not receive an offer with other parents on National Offers Day, instead receiving one on 're-allocation day'.

9. Waiting Lists

Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available. Vacancies will always be allocated by applying the admissions policy; length of time on the waiting list will not be considered.

10. Twins and Siblings of Multiple Births

Where places are available for some but not all children from multiple births (including twins) the Local Authority will exercise discretion offered by the Admissions Code to offer all the children a place, even if this breaches the published admission number for the year group.

11. Catchment Areas

Catchment areas are a tool used to apply the over subscription criteria when a school has more applications than places. Catchment areas have no separate legal identity outside of the application of the admissions policy and determining entitlement to home to school transport. Details of catchment areas are available on request or by following the links on the County Council's webpage.

12. Distance Measures

Distance measures will be undertaken using the Local Authorities computerised Geographical Information System (GIS). This measures a straight-line measure from

the front door of the home to main gate of the school. Distance checking is an integral function within the school admissions software ensuring consistency in measurement.

13. In Year Admissions

Where a parent or carer wishes to transfer between high schools and secondary schools for any reason that is not caused by a change of address, the Local Authority will not offer a place at an alternative school before the first day of the term following receipt of the application form.

14. Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school and to the local authority. The local authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the local authority will take into account the views of the parents and of appropriate medical and education professionals.

APPENDIX 1

Proposed Published Admission numbers for Community and Voluntary Controlled Middle and High School - September 2018

PAN 2018/19		
SchoolName	Phase	Proposed PAN
Astley Community High School	High	150
Bedlingtonshire Community High School	High	122/28
Bellingham Middle School	Middle	60
Berwick Middle School	Middle	114
Corbridge Middle School	Middle	90
Glendale Middle School	Middle	64
Highfield Middle School	Middle	120
James Calvert Spence College - South Avenue	Middle	120
James Calvert Spence College- Acklington Road	High	164
Ovingham Middle School	Middle	96
Ponteland Community Middle School	Middle	150
Ponteland High School	High	272
Prudhoe Community High School	High	220
Seaton Sluice Middle School	Middle	85
The Duchess's Community High School	High	250
Tweedmouth Community Middle School	Middle	93
Whytrig Middle School	Middle	54

APPENDIX 2

The Admissions Policy

This policy applies only to Local Authority maintained schools and voluntary controlled schools. Voluntary aided schools, trust Schools and academies apply their own admission criteria.

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 Children with Statements of Special Educational Needs where the school is named in the statement
- 2 Children looked after and who were previously looked after, i.e. in public care
- 3 Children 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.
- 4 Children with an exceptional social or medical reason that means that they can only attend that specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school).
 - Strong supporting evidence must be provided from a professional body involved with the family or the child.
 - The professional must be independent of both the family and the school
 - The evidence must relate specifically to the school for which the application is being made and must demonstrate clearly why it is the only school that can meet the child's needs

No assumptions should be made that the submission of the relevant evidence will, in itself be sufficient to allocate a place.

Note: You will not be allocated a place under this criterion if you omit to send to the School Admissions Manager a written statement from a professional third party by 31 October.

- 5 Children 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.
- 6 Children resident in the greater catchment area of the school partnership 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.¹
- 7 Children who have a 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.

For the purpose of admissions siblings are deemed to be brothers and sisters, stepsiblings, foster siblings, adopted siblings and other children who reside permanently in the household and are treated as siblings.

- 8 Requests on behalf of children which are based on the need to maintain continuity of educational provision within the feeder pattern of Northumberland's systems of schools.

Important: This criterion does not apply to those children who have entered a school in the final year before transfer.

- 9 Children on whose behalf preferences are expressed on grounds other than any of those outlined above.

Parents may be asked to provide evidence of residency if the requested school is oversubscribed.

Should it prove necessary, because places are limited, to distinguish between children 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')

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.

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 children 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.

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.

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 DfE Code of Practice on school admission appeals can be found on the DfE website at: www.DfE.gov.uk.

Admission to Year 12 in High and Secondary Schools

For schools where external students are admitted to Year 12, High and Secondary Schools must publish an admissions policy. This policy should state the number of students that will be admitted to school for the first time. It should also give the oversubscription criteria. Entry criteria for students transferring from Year 11 should be the same as for external applicants and entry should not depend on attendance, behaviour records, or perceptions of attitude or motivation.

No parents or students should be interviewed as part of the application or admissions process and it should be made clear to parents and students that any meeting such as information evenings form no part of the admissions process.

Any applicant who is refused entry into Year 12 has the right of appeal to an Independent Appeal Panel and the decision of that panel is binding on both the Admission Authority and the school.

Sixth form policies may be found on the webpage of the relevant school.

Publication of the Local Authorities Information for Parents (2018/19) booklet

The Information for Parents publication for September 2018 entry will be available from the beginning of September 2017. Schools must make their own prospectus available to parents 6 weeks before the closing date for applications. This means that schools prospectuses should be available by 12 September 2017.

APPENDIX 3

Admissions timetable

11 September 2017:	E-admissions portal opens.
11 September 2017:	Common Application forms together with Admissions Information and School Prospectuses issued to parents.
1 October 2017:	Closing Date for Applications: E-admission portal closes.
1 March 2018:	Parents notified of the outcome of their applications for school places
15 March 2018:	Last date for offers to be accepted by parents.