



# Lingfield Education Trust

## Admissions Policy

Policy Version Control	
Policy type	Academy Trust
Policy prepared by (name and designation)	Nick Blackburn CEO
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Description of changes	Review of Policy following publication of Schools Admissions Code 2021, the incorporation of new school into the Trust and changes to Published Admissions Numbers for schools.
Date of Board of Trustees approval	27 <sup>th</sup> January 2022
Date released	27 <sup>th</sup> January 2022
Next review date	Spring 2023

## Lingfield Education Trust Admissions Policy

### Admission Authority

The Board of Trustees of Lingfield Education Trust is the Admission Authority for all its schools. The Trust will adopt and abide by the School Admissions Code 2021 published by the Department for Education in all its Admissions Policies for each school where it is the Admission Authority.

For practical purposes, the Trust will delegate the operation of admission of pupils to its schools to the relevant Local Authority where each school is situated, as follows:

- Corporation Road Primary School – Darlington Council
- Heathfield Primary School – Darlington Council
- Hurworth Primary School – Darlington Council
- Mount Pleasant Primary School – Darlington Council
- Northwood Primary School – Darlington Council
  
- Hemlington Hall Academy – Middlesbrough Council
  
- Cambrai Primary School – North Yorkshire County Council
  
- Preston Primary School – Stockton Council

**Every Lingfield Education Trust School will adopt and follow the School Admissions Policy of its relevant Local Authority, including its oversubscription criteria and Appeals Procedure where necessary.**

### Admission Number

All schools within the Trust have an admission number (i.e. the number of places available). From January 2022 (coming into operation from September 2023), the Published Admissions Numbers into Reception Year for each school in the Trust is:

Corporation Road Community Primary School	30
Heathfield Primary School	60
Hurworth Primary School	30
Mount Pleasant Primary School	30
Northwood Primary School	60
Hemlington Hall Academy	55
Cambrai Primary School	30
Preston Primary School	29

### Admissions Oversubscription Criteria

If there are more applications than the number of places available in a particular school, then the school is deemed to be oversubscribed. The School Admissions Service in each Local Authority will then determine into which oversubscription category the application falls and will allocate places in accordance with its Admission Policy. Parents / carers are advised to

check the relevant oversubscription criteria for their area; these are required to be published on each Local Authority's website as well as in their Admission Policy.

### **Admission at the Normal Point of Entry**

The School Admissions Service at each Local Authority will consider all preferences for the schools against the relevant oversubscription criteria as set out in their Admission Policies. In determining admissions, priority will be given to those applications where the Primary School Application (PSA) is received by the published deadline. Applications received after the deadline ('late' applications) will then be considered in accordance with published criteria.

### **Offer Day**

The Local Authority will inform parents/carers of the offer of a school place on 16<sup>th</sup> April of the year of entry (or the next working day to this date).

### **Appeals Process**

Lingfield Education Trust will delegate responsibility for the administration of Admission Appeals from parents who have been unsuccessful in their application for a place at a Trust School to the relevant Local Authority.

Executive Head Teachers / Head Teachers / Heads of Schools are responsible for liaising with the Admissions Service regarding Admission Appeals and for representing the Trust at any Appeal Panel Hearings. The school must keep a record of all Admission Appeals and should contact the Trust's Governance Manager for advice regarding the appeals process.

### **Admission of Children outside Their Normal Age Group and Deferred Entry**

If a parent seeks a place in a year group outside their normal age group, they should complete an application form and attach a covering letter along with accompanying documentation which details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health. This application should be forwarded to the Schools Admissions Manager at the relevant Local Authority. who will contact the Executive Head Teacher / Head Teacher / Head of School of the school concerned and ask for their views. Once a decision has been made the Local Authority will write to the parent/carer informing them of the decision and setting out the reasons for such.

Parents of summer born children can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the year of entry.

Schools within Darlington, Middlesbrough, Stockton and North Yorkshire Local Authorities have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time or parents can defer the date their child is admitted until later in the school year but not beyond the end of the term of the child's 5<sup>th</sup> birthday.

### **Home Address**

The address is used for applying the admissions criteria. This means that when parents/carers state their school preferences they must give the home address at the time of application. They must not give the address of child-minders or other family members who may share in

the care of the child. For parents/carers who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside (Monday to Friday). Where parents/carers are separated and the child lives for periods with both, then the home address will be that of the parent that receives the Child Benefit. If Child Benefit is not being claimed then the Local Authority will ask both parents to agree which address should be used as the home address.

If the main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent/carer was resident before the period of temporary residence began. However, where a family has sold a property (exchanged contracts) and has moved into temporary accommodation, applicants will be required to provide evidence of their situation and a decision will be made based upon the evidence provided.

### **Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The 'excepted' pupil will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **Waiting Lists**

A child's position on a waiting list(s) will be determined by the oversubscription criteria for the school, not the length of time they have been on the waiting list. If a parent wishes for their child's name to be added to a waiting list for any school that they stated a preference for, then they must complete the 'options' form attached to the refusal/offer letter issued in April of the relevant year of entry.

When pupil numbers fall below the published admission number, children will be admitted from the waiting list in accordance with the oversubscription criteria. Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. Thereafter, normal transfers/in-year admission arrangements will operate. It will be at the discretion of each Trust school to decide whether they continue to hold a waiting list.

### **In-Year Admissions**

Families who move to the area who require a place(s) at a Lingfield Education Trust school must contact the school office in the first instance to enquire about vacancies in the relevant Year Group(s). Parents may then be redirected to the Schools Admissions Service at their relevant Local Authority. If a place is available at a school requested by a parent, a meeting with the Executive Head Teacher / Head Teacher / Head of School must take place before a start date is agreed.

Should however a parent/carer request a place at a school that has no places available, then the Local Authority will inform parents/carers of the appeals process and the availability of alternative school places.

**Date of Next Review:** Spring 2023 or when a new school joins Lingfield Education Trust