

Our vision: **'Let your light shine'** based on Matthew 5.16

## Egglescliffe C.E. Primary School



**Durham &  
Newcastle  
Diocesan  
Learning  
Trust**

# Admission Policy

Determined: 14 February 2024  
Reviewed by Academy Council: Summer 2024

Policy Agreed by Durham and Newcastle Diocesan Learning Trust

# ADMISSION POLICY 2025/26

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

We intend to admit up to 30 pupils to the reception year group in September 2025. 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 Local Authority. 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 CHILDREN IN CARE, INCLUDING PREVIOUSLY LOOKED AFTER CHILDREN AND CHILDREN PREVIOUSLY IN STATE CARE OUTSIDE OF ENGLAND**

This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989 at the time the application for admission to the school is made, and whom the Local Authority can confirm will still be looked after at the time of admission to the school. Looked after children and children who were previously looked after, but ceased to be so because immediately after being looked after they were then adopted [or became subject to a child arrangements order or special guardianship order] also come under this category. An 'adoption order' is defined as an order made under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is defined as an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989 as amended. A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians under the Children Act 1989.

Children previously in state care outside of England are those who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted. 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.

## **2 CHILDREN WHO WILL HAVE A SIBLING ATTENDING THE SCHOOL AT THE TIME OF THEIR 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/carer's partner where the child for whom the school place is sought is permanently living in the same family unit at the same address as that sibling. Please note –this criteria only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school. In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children.

## **3 MEDICAL OR SOCIAL CRITERIA**

Pupils with very exceptional medical or social factors directly related to school placement. Applications must be supported by written evidence from a doctor or other professional practitioner, setting out the particular reasons why our school is the only school that can meet the child's needs and will be considered on a case by case basis.

## **4 CHILDREN WHOSE PARENTS WISH THEM TO BE EDUCATED AT EGGLESCLIFFE CHURCH OF ENGLAND PRIMARY SCHOOL UP TO THE PERMITTED ADMISSION NUMBER OF 30**

### 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.

### Tie Breaker

Where there are places for some, but not all, applicants within a particular criterion, distance will be measured by a straight line distance measurement; from the [ordnance survey] address point of the child's home address to the [ordnance survey] address point 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.

### 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:

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- 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, eg 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 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 professions 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.

#### Information about waiting lists

If you wish your child to attend Egglecliffe CE Primary School you must fill in an application form, even if your child attends nursery / you live in the admission zone 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.

#### **Fair Access Protocol**

The school participates in Stockton LA's fair access protocol. This covers, for example, children who have moved into our area after the normal admission round or who need to move school as a result of severe bullying or social issues. Children qualifying under this protocol may be offered a place even if there are no places available in the relevant year group and also take priority over any child on the waiting list.

#### 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.

#### Transfers

Parents who wish their child to transfer to Egglecliffe CE Primary School at any other time other than the beginning of primary education should contact the Local Authority Admissions Team in the first instance. The Admissions Team will contact the school on your behalf. Should there be space in the school the admissions authority will admit your child. If more requests are received than there are places available, the above criteria will apply.