

ADMISSIONS POLICY

NELT Academies Durham

2024/2025

Introduction

The North East Learning Trust is the Admissions Authority responsible for determining and applying this policy in the following Academies:

- Browney Academy
- Sacriston Academy
- Easington Academy
- Hermitage Academy
- Teesdale School and Sixth Form
- The Academy at Shotton Hall

The Trust will consider all admission applications sent to them by the Local Authority (LA) and will apply the policy fairly and consistently to every application received.

Published Admission Number (PAN)

The PAN is the number of places we intend to make available for our normal intake. Once the PAN has been set for an Academy, we will not refuse any applications submitted during the normal admission round for Reception, and Year 7 where the PAN has not been exceeded.

However, if there is an unexpectedly high demand and the Trust believes we could admit additional children, we will inform the LA and either admit children above the agreed PAN or increase the PAN accordingly to accommodate more children.

The current PAN for Academies within the Trust is:

Academy	Phase	PAN
Browney	Primary	25
Sacriston	Primary	30
Easington	Secondary	150
Hermitage	Secondary	200
Teesdale School and Sixth Form	Secondary	140
The Academy at Shotton Hall	Secondary	230

Applying for a place in reception

To apply for a place at Browney Academy and Sacriston Academy parents/carers should complete the common application form supplied by Durham LA. The completed application form must be returned to the LA by no later than **15 January 2024**. Any application forms received after that date will be classed as 'late' and will not be dealt with until all applications received on time have been through the application process.

Issue No:	6	Quality Document Type:	Policy
Reviewed:	Autumn Term 2022	Ref:	TRUST/ADMISSIONS/DURHAM
Approved by Trustees:	28 September 2022	Originator of this document is:	J Barker

Address

The address given must be where the child and parents/carers live permanently. It must not be that of a childminder, grandparent, or other relative's address. If parents/carers share custody of a child then the Trust may request to see the court order, child tax credit letter, child benefit letter, medical card, or other evidence to establish where the child is resident for most of the time during weekdays. *If there is joint custody for the child, then the address of the parent/carer receiving the child benefit will be used.*

Oversubscription Criteria for Browney Academy and Sacriston Academy

1. Children who are 'looked after' or a child who was previously looked after including those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or special guardianship order.

A looked after child is a child who is, at the time of making an application to a school, is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. (see definition in section 22(1) of the Children Act 1989.

Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, religious organisation, or any other provider of care whose sole purpose is to benefit society.

2. Medical reasons

Children with very exceptional medical factors directly related to school placement. Supporting evidence from a professional (such as a doctor known to your child) must be included with your application. The evidence MUST explain why the school you wish your child to attend is the only school that can meet the child's medical needs and what difficulties would be caused if they had to attend an alternative school.

3. Sibling links

Children who have a sibling already attending the Academy and who is expected to be on roll at the school at the time of admission. This includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

4. Children of staff employed at the academy

Children of all staff employed at the Academy for two or more years at the time at which the application for admission is made and/or the member of staff has been recruited to fill a post at the Academy where there is a demonstrable skill shortage.

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5. Distance

Children who live nearest the preferred Academy measured by the shortest walking route. This will be based on the child's address. Where the last place to be allocated would mean that a multiple birth sibling group i.e. twins, triplets, or other multiple birth sibling groups, would be split, the sibling group will be given priority over other children. Otherwise, if only one final place can be offered, and two or more applicants live equidistant from the Academy, random allocation (names out of a hat or other suitable container) will be used. This process will be supervised by a person independent of the Trust.

In assessing home to Academy distance, the measure will be by the shortest walking route. Routes are measured from the centre point of the applicant's house, or in the case of a flat from the centre point of the building, to the nearest Academy entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network and Urban Paths Network, which are national recognised datasets. The routes include all man-made paths i.e. those that are metalled or surfaced.

For further information, please see CYPS Primary Admissions in County Durham brochure at www.durham.gov.uk

Notification of places

The formal offer of a place will be issued by Durham LA who will write to parents/carers on **16 April 2024**.

Waiting lists/appeals

The Trust will maintain the waiting list. Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Unsuccessful applicants may also contact Mrs J Barker, Governance Manager, North East Learning Trust by telephone 0191 5634190 Option 1 or email joanne.barker@nelt.co.uk to be advised of their right to an Independent Appeal Panel and/or request to be included on the waiting list.

The waiting list will be maintained until 31 December 2024.

Withdrawing an offer of a place

The Trust reserves the right to withdraw an offer of a place if:

- It was made in error.
- Parent/carer fails to respond to the offer of a place within the agreed deadline.

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- It is established that the offer of a place was obtained through fraudulent or misleading application.

Definition of Statutory School Age for Primary Phase Children

Legally, children do not have to be in full time education until the term following their fifth birthday. This is compulsory school age. However, children are normally admitted to school in the September following their fourth birthday.

Child's Fifth Birthday	Can defer until	If deferred child will join class.
1 September – 31 December	January	Reception class
1 January – 31 March	April	Reception Class
1 April – 31 August	Please see section 'Deferred entry to reception class, but if a summer born child defers entry to the following September, they would be expected to enter a Year 1 class full-time.	

Deferred entry to reception class

Where an applicant to reception is below compulsory school age the parent/carer can request:

- a) That the date their child is admitted is deferred until later in the academic year or until the term in which the child reaches compulsory school age; or
- b) That their child takes up the place part-time until the child reaches compulsory school age.

Delayed entry to reception class

Summer born children (children born from the beginning of April to the end of August) reach compulsory school age in the September following their fifth birthday. If a parent/carer wishes for their summer born child to start school in the reception year group in the September following their fifth birthday the Trust will decide based on the circumstances of the individual case. Factors considered may include:

- In the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth.
- Whether delayed social, emotional, cognitive, or physical development is adversely affecting their readiness for school.
- Whether they have been previously educated outside their normal age group.

Applying for a place in Year 7 in County Durham

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To apply for a place at a secondary Academy within the Trust parents/carers should complete the common application form supplied by Durham Local Authority. The completed application form must be returned to the Local Authority by no later than **31 October 2023**. Any application forms received after that date will be classed as 'late' and will not be dealt with until all applications received on time have been through the application process.

Address

The address given must be where the child and parents/carers live permanently. It must not be that of a childminder, grandparent, or other relative's address. If parents/carers share custody of a child then the Trust may request to see the court order, child tax credit letter, child benefit letter, medical card, or other evidence to establish where the child is resident for most of the time during weekdays. *If there is joint custody for the child, then the address of the parent/carer receiving the child benefit will be used.*

Oversubscription Criteria for Easington Academy, Hermitage Academy, Teesdale School and The Academy at Shotton Hall

1. Children who are 'looked after' or a child who was previously looked after including those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or special guardianship order.

A looked after child is a child who is, at the time of making an application to a school, is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. (see definition in section 22(1) of the Children Act 1989.

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A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, religious organisation, or any other provider of care whose sole purpose is to benefit society.

2. Medical reasons

Children with very exceptional medical factors directly related to school placement.

3. Sibling links

Children who have a sibling already attending the school and who is expected to be on roll at the time of admission. Children who have a sibling already attending the Academy and who is expected to be on roll at the school in years 7 – 11 at the time of admission. This includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

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4. Children of staff employed at the Academy

Children of staff employed at the Academy for two or more years at the time at which the application for admission is made and/or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage, and/or the member of staff has relocated.

5. Distance

Those children who have applied for a place at the nearest school to their home address measured by the shortest walking route. This will be based on the child's address. Where the last place to be allocated would mean that a multiple birth sibling group i.e. twins, triplets, or other multiple birth sibling groups, would be split, the sibling group will be given priority over other children. Otherwise, if only one final place can be offered, and two applicants live equidistant from the Academy, the LA's system of random allocation will apply.

In assessing home to Academy distance, the measure will be by the shortest walking route. Routes are measured from the centre point of the applicant's house, or in the case of a flat from the centre point of the building, to the nearest Academy entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network and Urban Paths Network, which are national recognised datasets. The routes include all man-made paths i.e. those that are metalled or surfaced.

7. All other applicants

Tiebreaker

Where an Academy is oversubscribed within any of the categories above the following tiebreakers will be applied:

- a) For those children who have applied for a place at the school nearest to their home address, priority will be given to those living closest to the nearest school measured by the shortest walking route.
- b) For other children, priority will be given to those children who live nearest to the school applied for.

In the unlikely event of the Academy being oversubscribed within categories 1, 2 and 3 tiebreaker (b) will apply.

For further information, please see CYPs Secondary Admissions in County Durham brochure at www.durham.gov.uk

Late applications for a County Durham School Place

Applications received after the closing date of 31 October 2023 and before 27 January 2024 for secondary and for primary after the closing date of 15 January 2024 and prior

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to 1 March 2024, will be considered, and as far as possible, will be offered a school place on 1 March 2024 for secondary and 16 April 2024 for primary.

Waiting lists/appeals

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The waiting list will be maintained until 31 December 2024.

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The Trust reserves the right to withdraw an offer of a place if:

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- It is established that the offer of a place was obtained through fraudulent or misleading application.

In-year admission to Academies within County Durham

The Trust are responsible for managing in-year admissions, further information can be found in the Trust's In-Year Admission Policy.

Sixth Form Admissions

PAN for External Applicants only

Hermitage Academy	50
Teesdale School and Sixth Form	100

Hermitage Academy and Teesdale School and Sixth Form

The Admissions Authority for Hermitage Academy and Teesdale School and Sixth Form is the North East Learning Trust, which is responsible for determining and applying the policy. Any query regarding sixth form admissions should be directed to the school.

Applications for the Sixth Form should be made directly to the school. Parents/carers or students wishing to apply for a place in the Sixth Form should telephone or email the Academy by the **15 February** in the year of admission.

Admission to Year 12 of the sixth form will be from:

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1. Pupils in Year 11 on roll at the school
2. Pupils in Year 11 from outside the school

All students must meet the specific requirements for each course they wish to study, details of which are outlined in the prospectus and on the website.

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