



# Tweedmouth West First School

Respect Responsibility Resilience

## Admissions Policy 2019

This policy is a statement of the aims and procedures for admissions at Tweedmouth West First School.

### **Introduction**

Our school is a community school and the Admissions Authority for our school is therefore the Local Authority. The Council is responsible for allocating places at all Community schools and all requests for places are dealt with by officers of the Council. The LA publishes its entry regulations every year in a handbook available on the Northumberland County Council website.

### **Aims**

We are an inclusive school, welcoming children from all backgrounds and abilities. We encourage all parents and carers to visit the school and to discuss their children's needs before making an application for a place at our school through the Local Authority. The only restriction on admission is that of number. If the number of children applying exceeds the number of places available, then the local authority applies the procedures below to determine whether a child will be accepted or not.

### **Safeguarding Statement**

At Tweedmouth West First School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Tweedmouth West First School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

### **How parents and carers can apply for a child to be admitted to our school**

The Local Authority Admissions Handbook informs carers and parents how to apply for a place in the school of their choice, Parents and carers have the right to express a preference for a particular school but this does not guarantee a place at that particular school.

Admission forms are available from the Northumberland County Council website.

Completed forms should be submitted to the local authority.

All requests for school places are considered at the same time by the LA. Late applications are dealt with after all places have been allocated to pupils whose Admission Forms were submitted on time. Once a planned admission number for a school has been reached it is not be possible to offer a place at that school.

The local authority notifies parents and carers of the decisions when all

applications have been considered.

### **Admission to our Reception Year**

Tweedmouth West First School follows the admissions policy for Northumberland County Council

- Admission to our reception year will be once a year on a full time basis in September if your child is four by 31st August
- 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). Our school's PAN is 30, which means we can admit 30 children to our reception year.

- In accordance with the School Admission Code, children with an Education Health and Care Plan (EHCP) where the school is named in the EHC Plan will be given priority of admission.
- In addition, those who are deemed to be looked after or who have previously been looked after will be given priority of admission.

The priority order for considering the remaining applications is as follows:

1. 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.
2. 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.
2. Children resident in the greater catchment area of the school partnership who have a sibling\* already in the school who is 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.
3. 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.
5. Children who have a sibling\* who already attends the school 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.

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

Where there are more applications than places available, children from multiple births will be given priority within each criterion. If a further tie break is necessary distance between home and the school will be used to prioritise applications (see below).

Should it prove necessary, because places are limited, to distinguish between pupils 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') from the front door of the home to the main gate of the school. The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement

**Full admission arrangements can be found on the Northumberland County Council website:-**

<http://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Document-store/School%20admissions/Admissions-Handbook-PRIMARY-School-2018-19.pdf>

**If a school is oversubscribed:-**

If a school is oversubscribed, the address of the parent or carer with whom the child is normally resident, Mondays to Fridays term-time only, will be used in the allocation process.

**Admission Appeals**

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 School Admissions Appeals Code can be found on the DfE website at:

[www.gov.uk/dfes](http://www.gov.uk/dfes)

**Monitoring and Review**

This policy will be monitored by the Governing Body who will always take due note of the LA regulations.

The policy will be reviewed every **two years**, or earlier in the light of any changed circumstances either in our school or in the local area.