

## **PROPOSED Admissions Policy for Admission to North Tyneside Community Middle and High Schools 2013 for which the Local Authority is the Admissions Authority.**

Pupils will be able to go to their preferred school **unless there are more applications to that school than there are places available.**

If there are more applications than places available at 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> preference stages the following oversubscription criteria will be used (in the order shown below) to allocate places after any children with a statement of special educational needs where the statement names a specific school:

1. Looked after children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
2. Pupils living within the designated catchment area for the school (proof of address will be required). Pupils in this category with a brother or a sister who will be attending the school in September 2013 will be given priority.
3. If places remain, priority is given to children with older brothers and sisters who attend that school and will continue to do so on the admission date. This is sometimes called a sibling link "Sibling Link". The sibling link does not apply to pupils proposing to return to years 12 and 13 of a school (6<sup>th</sup> form).
4. Any remaining places are allocated to children living nearest the school. Measurement is the straight line distance from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's GIS/ ONE system.

### **Children with Statements**

Children with statements of special educational needs, as identified under the Code of Practice that names the school are required to be admitted to that school. The Admission Authority (even when it is the Governing Body) does not have the right to refuse admission. Children with statements naming the school count towards the admission number.

### **Medical/Social**

At anytime in the procedures, consideration can be given to applications made on special grounds (e.g. medical conditions or social needs). In this case applicants would need to provide a written evidence from a relevant professional practitioner i.e. a doctor or social worker for consideration. The evidence must demonstrate why the chosen school is the most suitable and what difficulties would be caused if the child were to attend another school. The Local Authority will not consider such applications if the relevant evidence is not provided. If provided the evidence will be

considered and assessed by a LA Admission Panel – The Local Authority must be satisfied that there is a specified medical or social reason, which makes attendance at, that particular school essential to meet the pupil's needs. No assumption should be made that submission of the relevant evidence will, in itself be sufficient to allocate a place.

Note: The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary.

### **Twins/Multiple Births**

Twins/multiple births will be placed at the same school and in cases where there is only one place left and the next child on the list is one of a twin or other multiple birth they will be offered a place.

### **Equal Preference**

North Tyneside will be operating an equal preference system, which will mean that all first, second and third preference applications are considered equally against the admission criteria for that school. At this stage there is no distinction between first, second and third preference applications. Priority will not be given to applicants purely because they named a school as first preference against those who have named the school second or third.

If a pupil qualifies for a place at more than one school on their common application form, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded. For example, parent's first and third preferences might both qualify for place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil. If it becomes necessary to decide between applicants within the same criterion, the tiebreak described above would be used.

Parents will have two weeks to return an acceptance form. If an acceptance is not received it may be assumed that a place is no longer required.

**Late applications** - applications received after the specified closing date will be classed as late and processed after all of the applications received on time

**Parental Responsibility** - Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between themselves. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid

**Waiting lists** - Children will be kept on a waiting list for any school ranked higher on their application than the school they have been offered and will be allocated a place if one becomes available. The waiting list will be ranked in order of priority using the oversubscription criteria'. Waiting lists will be held until the end of the Autumn term. Parents who wish their child's name to be placed on a waiting list of a higher ranked school than the one they were offered must write to the Local Authority within seven days.

**Right of Appeal** - Parents or carers who are not offered a place for their child at the school have a statutory right of appeal to an independent appeals panel.

### **Definitions**

A **looked after child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002

A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians