

Version	1
Owner	Skelton Primary School
Proposed	20'20
Review Cycle	annual
Next Review	Autumn '22



## Admissions Policy 2022/23

Skelton Primary School offers a positive, safe learning environment for its community, in which everyone has equal and individual recognition and respect. We celebrate success and are committed to the continuous improvement and fulfilment of potential in every child.

We encourage increasing independence and self-discipline amongst the pupils. Everyone within the school has an important role to play in sharing responsibility for the development of positive behaviour and attitudes.

**Headteacher Sarah Walker**

**Chair of Governors Helen Swarbrick**



## Admission arrangements for 2022/23 at Skelton Primary School.

To ensure equity and fair access, the Admissions Code states that in drawing up admission arrangements, admission authorities must ensure that the practices and the criteria used by **Skelton Primary School** decide on the allocation of school places are:

- Clear in the sense of being free from doubt and easily understood;
- Objective and based on known facts. Admission authorities and Governing Bodies must not make subjective decisions or use subjective criteria;
- Procedurally fair and also equitable for all groups of children and actively promote equity across all social groups and communities;
- Enable parents' preferences for the schools of their choice to be met to the maximum extent possible;
- Provide parents or carers with easy access to helpful admissions information;
- Comply with relevant legislation, including infant class sizes and equal opportunities, which have been determined in accordance with the statutory requirements.

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## ADMISSION POLICY FOR 2022/23; Skelton Primary School.

There are no changes proposed to the school admission policy for 2022/23. Where there are more applications for a school than there are places available, it is proposed that places will be allocated using the over subscription criteria shown in the table below.

### OVER – SUBSCRIPTION CRITERIA 2022/23

CRITERIA (in priority order)	EXPLANATORY NOTES
i) Looked after children in local authority care.	<i>Children who are looked after; or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children's Act 1989). This category includes children who are in care/ previously from other countries</i>
ii) Children who are permanently resident in the admission zone defined for the school.	<i>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.  If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child (if eligible). If neither parent is eligible for child benefit, the address used will be that on the child's medical registration card (proof may be required). Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The local authority will take action should false information be submitted in order to secure a place at a particular school.</i>
iii) Children not living in the admission zone who have elder brothers or sisters attending the school in the 2022/23 school year.	<i>Brothers and sisters and step brother and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2022/23 school year.  'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</i>
iv) Children not living within the admission zone who exceptional and/or reasons for attending a particular school, professionally supported by an independent third party and sustained by the Authority's professional	<i>Social reasons generally do not include domestic circumstances such as parent's working commitments, child care arrangements, or separation from friends.  In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.  Parents/ carers are strongly urged to provide independent third party information (e.g., from a professional person who knows or is involved with your child) in support of any exceptional long-term medical or social reason why you think your child should be given special consideration for placement in a particular school.</i>



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advisors. have social medical	<i>This written support must make clear why the preferred school is the <b>only</b> school which could meet your child's needs.</i>  <i>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the local authority's professional advisors as to whether or not your application falls into this category.</i>
v) Children living closet to the school	<i>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</i>

### **Tie-Break:**

If it is necessary to distinguish between children within categories (i)-(v), places will be offered using the criteria listed above in priority order and determined by criteria (v) – measurement on a straight line basis using the number and postcode of the house and the postcode of the school.

In the case of a tie break in category (v), the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

### **Waiting Lists**

Waiting lists for both Reception and Year 7 will be maintained until the end of the Autumn Term 2022. Any places that become available will be allocated in accordance with the published oversubscription criteria.

### **Pupils with Education Health and Care Plan/ Statement of Special Educational Needs**

Pupils with either EHCP or a Statement will be placed in schools by the Special Educational Needs Team.

### **Late Applications**

Forms received after the closing date will be dealt with after all the other applications unless there is a good reason for their lateness, e.g. if a family moves into the area. In these cases the application can be considered along with all of those that came in on time, providing the allocation of places has not already been completed.

### **Admission of a child outside of their normal age group:**

Parents may want to seek a place for their child outside of their normal age group; for example if a child is gifted and talented or has experienced problems such as ill health.

In addition parents of a summer born child (born between April 1<sup>st</sup> and 31<sup>st</sup> August) may choose not to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age –to Reception rather than year 1. If you wish to request admission of a child outside of their normal year group you should make an application for the normal time of entry and then put in a request in writing to the School Admissions Team asking to defer the entry date and giving the reasons for your request. The request will be considered in consultation



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with the school concerned and you will be notified of the outcome of your request. If the request is agreed, you should then submit a new application at the time applications are being taken for the new admission date. **Please note- the deferred application will be considered against all other application for entry that year based upon strict application of the admissions criteria. Agreement to deferral does not guarantee your child will be offered a place at the school in that year.**

### Requests for mid year transfer school admission:

Applications will be coordinated by the Redcar and Cleveland Admissions Team on behalf of all schools within the borough. Any requests for transfer should be made to the admissions team on 01642 837740.

### **CO-ORDINATED ADMISSION ARRANGEMENTS AND TIMETABLE - 2022/23**

The LA is responsible for administering a co-ordinated scheme for its area in relation to all maintained (community, voluntary controlled, voluntary aided and foundation) schools and academies. The purpose of the co-ordinated admission scheme is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one school place on the same day.

### **Timetable for the co-ordinated admission arrangements 2022/23 Primary Schools**

W/C 15 November 2021	Send out application Information.
19 November 2021	Online application website opens.
15 January 2022	Closing date for receipt of online and paper applications
31 January 2022	Send supplementary forms to VA school and preference details to academies.
21 February 2022	LA draws up lists of pupils who could be offered places.
11 March 2022	LA to exchange offer information with neighbouring LAs
28 March 2022	LA will have compared all lists and allocated places in accordance with highest expressed preferences where possible
16 April 2022	The LA to send letters to all parents informing them of their allocated schools LA to inform schools of allocated pupils.
June/July 2022	Appeals to be heard by Independent Panels
End of Autumn Term 2022	Admission round ends Waiting lists close

### **Admission Numbers**

The published admission numbers for **Skelton Primary School** for which Redcar & Cleveland LA is the Admissions Authority for September 2021 entry is 90.

This policy will be kept under review in the light of legal developments and best practice

Next review: Spring 2022

SLT responsibility: S.E.Walker



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## Conclusion

The Admissions Code underpins the Government's aim to create a school system shaped by parents which delivers excellence and equity, developing the talents and potential of every child, regardless of their background; a system where all parents feel they have the same opportunities to apply for the school they want.

The Code states: 'A fair system needs to provide parents with access to good information about admissions in order to support those parents who find it hardest to understand the system.'

Within Redcar & Cleveland we aim to ensure that the admission arrangements comply with the School Admissions Code of Practice and offers fair access to all schools to all pupils in the Borough.

## Complaints

If you are unhappy about the decision of the Admissions Appeals Panel, complaints can be made to the Education Funding Agency.

[https://form.education.gov.uk/service/Academy\\_admission\\_appeal\\_complaint\\_form](https://form.education.gov.uk/service/Academy_admission_appeal_complaint_form)>

## APPENDIX 1

### REDCAR & CLEVELAND BOROUGH COUNCIL

#### CO-ORDINATED ADMISSION SCHEME

PRIMARY AND SECONDARY SCHOOLS (Community, Voluntary Aided and Academies)

From 19 November 2021 to 15 January 2022, you can apply online for a primary school place

Go to [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk) and click on the link to Primary School Admissions.

- *It is quick and easy to do*

- *It is safe and secure*

- *It is available 24 hours a day 7 days a week until the closing date, 15 January 2022*

- *You can amend your application right up to the closing date*

- *We will confirm that we have received your application*

For assistance you can email us: [schools\\_admissions@redcar-cleveland.gov.uk](mailto:schools_admissions@redcar-cleveland.gov.uk)

Or phone us: 01642 837730/837740

The Local Authority Policy is available from the Local Authority. It contains the following sections:

- Part 1 Admission Arrangements
- This will be of particular interest to those parents whose children start their primary education in the 2022/23 academic year.

This policy will be kept under review in the light of legal developments and best practice

Next review: Spring 2022

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- Part 2 General Information
- This will be of interest to those parents of pupils who attend, or are about to attend, primary schools in Redcar & Cleveland.
- Part 3 Details of Individual Primary Schools
- Part 4 Details of Private/ Voluntary Nursery Education

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