



# Admissions Policy

## **Preamble**

In light of experience and best practice, the effectiveness of this policy will be monitored and if appropriate, reviewed annually. This mechanism recognises that changes in legislation may prompt a review of the policy.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff, partners and volunteers to share this commitment.

This policy applies to all activities undertaken by the Academy in pursuing its purpose as an educational institution whilst serving its students, community and wider stakeholder interests.

All policies are subject to Equality Impact Assessments. Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a different impact on grounds of race, gender, disability, age, religion or sexual orientation.

If you require this document in an alternative format and/or language, please contact our Executive Support Officer, Mrs Christine Connolly.

We are always keen to hear suggestions regarding Academy policies.

To make suggestions or to see further information please contact:

### **Executive Support Officer**

Telephone: 01207 594861  
Email: [dpo@ncdat.org.uk](mailto:dpo@ncdat.org.uk)

## **Footnote**

In an effort to keep costs to a minimum, a conscious decision has been made not to print out this document and it would be appreciated that you refer to the copy and relevant Appendices available on the Website/VLE.

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## **1. Introduction**

New College Durham Academies Trust is the Admissions Authority responsible for determining and applying this policy in the following academies in accordance with the DfE School Admissions Code:

- Consett Academy
- North Durham Academy

The Trust will consider all admissions applications sent to them by the Local Authority (LA) and will apply the policy fairly and consistently to every application received. The Trust is also responsible for organising admission appeals in compliance with the School Admission Appeals Code.

## **2. Aims**

This policy aims to:

- Explain how to apply for a place at either of the Academies in the Trust;
- Set out the Trust's arrangements for allocating places to the students who apply to ensure that all Academy places are allocated and offered in an open, fair and reasonable manner;
- Explain how to appeal against a decision not to offer your child a place.

## **3. Legislation and statutory requirements**

This policy is based on the following advice from the Department for Education (DfE) as amended and updated from time to time:

- School Admissions Code (December 2014)
- School Admission Appeals Code (February 2012)

As a Trust, the academies are required by their funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy also has due regard to the Equality Act 2010.

This policy complies with our funding agreement and articles of association.

## **4. Definitions**

The normal admissions round is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry, using the common application form (CAF) provided by Durham Local Authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of the Local Authority;
- Being provided with accommodation by a Local Authority in exercise of its social services functions.

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption act 1976 or the Adoption and Children Act 2002; or
- Became subject to a child arrangements order; or
- Became subject to a special guardianship order.

Sibling includes:

- All natural brothers and sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

Parent - A child's father or mother.

Step Parent - the man or woman who is married to someone's mother or father but who is not their real father or mother.

Legal Guardian - A legal guardian is when a person (other than the child's parent or de facto custodian) has legal custody and control over a child. The guardian has the right to make all decisions concerning the child, and is legally responsible for the child.

Local Authority Foster Carer – Usually long term but not exclusively Usually long term but not exclusively – All children and young people in foster care are the responsibility of the Local Authority in the area where the child's birth family is resident at the time of being taken into care. The key responsibility remains with that Local Authority regardless of whether they are placed in local authority foster care or with an independent fostering provider.

Private Foster Carer – Usually short term but not exclusively - The parent(s) and/or other person with parental responsibility (PR) retains PR during a private fostering arrangement. They are responsible for any decisions about the child although they may wish to delegate certain responsibilities to the private foster carer, for example giving permission for immunisations and routine health care and agreeing to the child going on an educational trip. Even where some powers are delegated, the parent or person with PR retains

the final responsibility for the child's care. A private fostering arrangement is essentially one that is made privately (without the involvement of a LA).

Young Carer – children and young people under 18 who provide regular or ongoing care and emotional support to a family member who is physically or mentally ill, disabled or misuses substances.

## **5. 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 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:

| <b>Academy</b> | <b>Phase</b> | <b>PAN</b> |
|----------------|--------------|------------|
| Consett        | Secondary    | 300        |
| Consett        | Post 16      | 100        |
| North Durham   | Secondary    | 300        |
| North Durham   | Post 16      | 100        |

## **6. How to apply**

To apply for a place at an academy within the Trust, parents/carers should complete the Common Application Form (CAF). The completed CAF must be returned to the Local Authority by no later than **31 October**.

Any CAF 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 should be used.*

Children who have:-

- (1) an Education, Health and Care (EHC) plan; or
- (2) a statement of Special Educational Needs;

which names an Academy of the Trust as the most appropriate educational setting for the child, will be admitted in priority to all other applicants.

### **Oversubscription Criteria**

If the Academy is oversubscribed, (after the admission of students with a Statement of Special Educational Needs or EHC Plan which names an Academy of the Trust in the Statement or Plan), priority for admission will be given to those children who meet the criteria set out below, in the following order of priority.

- 1. Children who are 'looked after' or a child who was previously looked after in the last four years, but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.**



A looked after child is a child who is, at the time of making an application to a Academy/school, (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.

## **2. Medical reasons or special educational need**

Children with very exceptional medical factors (who have an educational health and care (EHC) plan and those children with a statement of special educational needs (SEN).

## **3. Sibling links**

Children who have a sibling already attending the Academy and who is expected to be on roll at the time of admission.

## **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 skills shortage and/or the member of staff has relocated.

## **5. Children who attend the Academies' recognised feeder primary schools.**

Our recognised feeder schools are:

| <b>Consett Academy</b>                | <b>North Durham Academy</b>  |
|---------------------------------------|------------------------------|
| Benfieldside Primary School           | Annfield Plain Junior School |
| Bishop Ian Ramsey CofE Primary School | Beamish Primary School       |
| Castleside Primary School             | Bloemfontein Primary School  |
| Consett Junior School                 | Burnhope Primary School      |
| Delves Lane Primary School            | Burnside Primary School      |
| Ebchester CE Primary School           | Catchgate Primary School     |
| Lanchester EP Primary School          | Collierley Primary School    |

|                               |                                    |
|-------------------------------|------------------------------------|
| Leadgate Primary School       | East Stanley School                |
| Moorside Primary School       | Greenland Community Primary School |
| Shotley Bridge Primary School | Ouston Primary School              |
| The Grove Primary School      | Pelton Community Primary School    |
|                               | Roseberry Primary School           |
|                               | Shield Row Primary School          |
|                               | South Stanley Junior School        |
|                               | West Pelton Primary School         |

## 6. Distance

Those children who have applied for a place at the nearest Academy 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, a 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. Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living the closest to

the Academy named in their application, determined by the shortest walking route.

## **7. Notification of Places**

The formal offer of a place will be issued by the LA who will write to parents/carers on the National Offer Day - being **1 March (or the next working day)** for applications for secondary school places.

## **8. Admission Waiting lists**

The Academy will maintain the waiting list. Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Priority will not be given to the date any application was received or the date the applicants name was added to the waiting list. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria set out above. Looked after children, previously looked after children, and those allocated a place at the Academy in accordance with the Durham County Council Fair Access Protocol, will take precedence.

Unsuccessful applicants may wish to contact the Executive Support Officer, New College Durham Academies Trust by telephone 01207 594861 or email [dpo@ncdat.org.uk](mailto:dpo@ncdat.org.uk) to request to be included on the waiting list.

### **Late applications**

Applications received after the closing date of 31 October and before 6 February, will be considered, and as far as possible, will be offered a place on the National Offer Day - 1 March(or the next working day).

## **Multiple births**

If children of multiple births (twins and triplets) and siblings require admission in the same year group and there is only a single place left within the PAN, the Trust will offer places above the admission limit.

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

## **9. In-Year admissions**

The Trust has agreed to operate in accordance with Durham County Council's In-Year Fair Access Protocol, (as amended and updated from time to time). This seeks to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable Academy/school as quickly as possible outside the normal admissions round.

The list of children included within Durham County Council's Fair Access Protocol includes the following children of compulsory school age who have difficulty securing a school place:

1. Children from the Criminal Justice System or Pupil Referral Units who need to be reintegrated into mainstream education;
2. Children who have been out of education for two months or more;
3. Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
4. Children who are homeless;
5. Children with unsupportive family backgrounds for whom a place has not been sought;

6. Children who are carers;
7. Children with special educational needs, disabilities (SEND) or medical conditions (but without a statement or EHC Plan).

To apply for a place at an Academy within the Trust during the academic year and outside of the normal admission process, parents/carers should contact the Executive Support Officer, New College Durham Academies Trust by telephone 01207 594861 or email [dpo@ncdat.org.uk](mailto:dpo@ncdat.org.uk) to request an In-Year Transfer Form.

The completed In-Year Transfer Form must be returned to the Executive Support Officer and if a place is available, the student along with the parent/carer will be invited for a meeting and tour of the relevant Academy after which the Trust will offer the place, unless there is a compelling reason not to.

If the year group is full or oversubscribed then a place will be refused (unless the applicant has an SEN Statement/EHC Plan in which case they will usually be admitted to the Academy even though it is full). Any applicant who is refused a place will be given the opportunity to appeal and an appeals form will be supplied. If the parent/carer chooses to appeal for a place the panel will be convened and any decision made by the panel is legally binding.

## **10. Sixth Form Admissions Policy**

The Admissions Authority for any Sixth Form admission is New College Durham Academies Trust, which is responsible for determining and applying the policy. Any query regarding Sixth Form admissions should be directed to the appropriate Academy.

Applications for the Sixth Form should be made directly to the Academy where you wish to apply. Parents/carers or students wishing to apply for a

place in the Sixth Form should telephone or email the Academy by no later than the **15 February** in the year of admission.

Admission to Year 12 of the Sixth Forms will be from (students in Year 11 at Consett or North Durham Academies will be given preference):

1. Students in Year 11 at either Consett or North Durham Academies.
2. Students in Year 11 from outside either Consett or North Durham Academies.

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.

## **11. Admission appeals**

Parents/carers have a right to appeal against a decision of the Trust to reject an application for an Academy place.

Any appeal should be sent to the Executive Support Officer, New College Durham Academies Trust by telephone 01207 594861 or email [dpo@ncdat.org.uk](mailto:dpo@ncdat.org.uk)

Parents/carers wishing to appeal must set out their grounds for appeal in full and in writing.

The Trust is responsible for handling any appeal, which will be handled by an independent appeal panel in accordance with the DfE School Admission Appeals Code.

Any parent/carer who considers our arrangements unlawful, or not in compliance with the DfE School Admission Code or DfE School Admission Appeals Code or relevant law relating to admissions, can make an objection to the schools adjudicator. The schools adjudicator will consider whether the referred arrangements comply with the Code and with the law relating to

admissions. Objections must be referred to the schools adjudicator by no later than 15 May in the determination year.

## **12. Roles and responsibilities**

**The Principal will ensure:** all policies are kept up to date and adhered to across the academies.

**The Governing Body members will:** monitor and evaluate the policy.

Any changes to this policy will be subject to a minimum six week consultation process (to take place between 1 October and 31 January in the determination year) with the following groups:-

- parents/carers of children between the ages of 2 and 18 who reside in County Durham;
- other persons in County Durham who have an interest in the proposed admissions (in the opinion of New College Durham Academies Trust);
- all other relevant admission authorities within County Durham; and
- the Local Authority.

Where no changes are made, a six week consultation process will take place at least every seven years with the above groups. The Trust will finalise any changes to this policy or the admission arrangements for September admissions by no later than the preceding 28 February in the determination year in question.

### 13. History of policy reviews

|                                   |                |
|-----------------------------------|----------------|
| <b>Implementation Date</b>        | September 2019 |
| <b>1<sup>st</sup> Review Date</b> | February 2021  |
| <b>2<sup>nd</sup> Review Date</b> |                |
| <b>3<sup>rd</sup> Review Date</b> |                |

### 14. Associated documentation

This policy and its accompanying Policy into Practice are underpinned and shaped by the relevant legislation and guidance including:

- DfE School Admissions Code (December 2014)
- DfE School Admission Appeals Code (February 2012)
- School Standards and Framework Act 1998 (as amended by the Education Act 2011)
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (SI 2012/8) as amended and updated
- The Equality Act 2010
- The Human Rights Act 1998