



Meadowdale
Academy

An Admissions Policy

Admissions Policy

2023/2024

Review Date	Reviewer	Approved by	Implementation
Autumn Term 2021	Headteacher	Governing Body	September 2022

1. Statement of intent

At **Meadowdale Academy**, we welcome all pupils, irrespective of faiths, cultures, races, disabilities, or family backgrounds.

We admit our pupils in-line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available is determined by the capacity of the school and is called the 'published admission number' (PAN). As a recently formed primary school (September 2020) our admissions will begin in reception.

The table below sets out the admission authority and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at a school?
Academy	NCC	Schools adjudicator	Academy trust

2. Pre-School Admission Procedures

'Trinity Pre-school' became part of Meadowdale Academy from Monday 1st September 2020.

Meadowdale manages the nursery admission arrangements. Applications for places are to be made directly to Meadowdale at:

admin@meadowdale.northumberland.sch.uk

Children who have attended Pre-school Nursery, located at Meadowdale Academy in the preceding academic year will have priority in the academy admission criteria for places in Reception.

3. Legal framework

- 1.1 This policy has due regard to the related statutory legislation, including but not limited to, the following:
- Equality Act 2010
 - Human Rights Act 1998
 - School Standards and Framework Act 1998

- a. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:
- DfE (2014) School Admissions Code
 - DfE (2012) School Admissions Appeals Code

4. Meadowdale Academy Admission Procedures

4.1 Admission number

The school will have a published admission number (PAN) of 30 places in each year group from Reception to Year 6 as a newly formed primary.

Reception	30
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Whole school PAN as a primary: 210

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The main point of entry from 2020 will be Reception.

4.2 Application process

Northumberland County Council will process applications for Meadowdale Academy as part of the normal Co-Ordinated Admission Arrangements. This means that you only have to complete one single form (Common Application Form) instead of applying separately to lots of schools.

Preference forms for all children are also available from schools, School Admissions in County Hall, Morpeth or the County Council's website (admissions.northumberland.gov.uk).

Telephone enquiries should be made on 0345 600 6400

For online applications:

https://schadm.northumberland.gov.uk/ccsenterprise_admissionsonlinelive/

You should complete an application setting out the schools you would prefer your child to attend. You can express preferences for up to 4 schools. You need to set out the reasons for your preferences, using the criteria for prioritising applications: stating a preference is not making a choice; places are allocated according to equal preference.

The closing date for applications is **13 January 2023**.

You will be notified of the offer of a school place on or around **14 April 2023** either by email, if you applied online, or by letter if you made a paper application.

Offers will be made on **15th April 2023** (National Offer Day).

Further information, advice and guidance can be found in the Northumberland County Council Primary School Admissions Handbook which is published each year in September. This guidance should always be read in conjunction with Meadowdale Academy's admission policy.

4.3 Oversubscription criteria

The criteria in this section apply to entry at all phases of the school. The Academy is obliged to admit all applicants to the school provided these do not exceed the school's Published Admission Number (PAN).

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children who appear to Northumberland County Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society.
3. 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 have 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.

4. Children who have attended Meadowdale nursery two-year-old provision in 2021-22 and continued through to 3-year-old provision.
5. Siblings of pupils attending the school at the time the application is received [where an older sibling is in year 6 siblings will not be prioritised under this criterion]. For the purpose of admission, siblings are deemed to be brother and sisters, stepbrothers, and sisters, adopted brother or sisters and other children who reside permanently in the household and are treated as siblings. As a tie breaker multiple births will be treated as one admission.
6. Children of staff employed at the academy for two or more years at the time at which the application for admission is and/or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage.
7. Children who live nearest 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. All distance measurements

are based on the distance checker 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.

8. All other children.

5. Considerations and further information

5.1 Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose home address is nearest to the school when measured as the crow flies from the front door of the child's home address to the main gate of the school using the local authority's computerised measuring system.

Where there are more applications than places available, children from multiple births will be given priority within each criterion.

5.2 Late Applications

The closing date for applications is **13 January 2023**.

If you return your application after **13 January 2023** your application will be classed as Late unless exceptional circumstances exist. The Local Authority will consider your reasons, provided they are received before **14 February 2023**. If the LA considers your reasons are exceptional, your application will be considered along with those received on time. Examples of what may be considered as exceptional circumstances are a family who have just moved into the area (proof of ownership or tenancy agreement will be required). If your reasons are not exceptional then your application will not be processed until after **14 April 2023**. You should be aware that this will reduce your chance at gaining a place at the school you want.

If you feel that there are exceptional reasons for this, please contact the school Admissions Team on 0345 600 6400.

5.3 Social / Medical applications

If you think that you or your child matches this criterion for admission to a specific school, then you must provide strong evidence to support your case. Your evidence must be provided by a professional body involved with the family or the child. The professional must be independent of both the family and the school, and 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.

You should not assume that your submission of the relevant evidence will be sufficient to allocate a place.

Evidence that is not provided by the closing date for applications or at an appeal will not be considered later and will not alter your place on the waiting list for the school.

5.4 Home address

The address of the parent with whom the child normally lives will be used in the allocation process. It is not possible to use an alternative address such as the address of the grandparents or a child minder.

In some cases, for example where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances the address used for child benefit purposes will normally be used, i.e., the address of the parent

claiming the benefit. If that is not available, then the address on the NHS medical card can be used.

Unfortunately, a small number of parents each year try to secure a place for their child by either providing false information or withholding relevant information on residency or planned residency.

In the case of oversubscribed schools all successful applicants may be asked to produce proof of residency, to willingly provide false information is fraud.

If a place is obtained on the basis of false information, such as an incorrect address, it will be withdrawn.

5.5 Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

5.6 Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

5.7 Summer Born Children

Children born in the summer term are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. As noted above, admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.

If you feel that your summer born child is not ready to start school in the September following his/her fourth birthday, you should still submit your application for your child's normal age group at the usual time and at the same time submit a request for admission out of the normal age group directly to the local authority. You will be advised of the outcome of your request for delayed entry prior to the primary national offer date of **14 April 2023**.

The DfE has issued non-statutory guidance, "Advice on the Admission of summer born children", which can be accessed via

<https://www.gov.uk/government/publications/summer-born-children-admission>

The DfE guidance states that:

- 'It is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able

to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child's interests to be admitted to reception rather than year one.

- In some cases, parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there should be no expectation that parents will obtain professional evidence that they do not already have. Admission authorities must still consider requests that are not accompanied by professional evidence. In such cases the supporting information might simply be the parent's statement as to why they have made their request.'

If your request is agreed, your application for the normal age group may be withdrawn before a place is offered. If your request is refused, you must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following your child's fifth birthday.

Where your request is agreed, you must make a new application as part of the main admissions round the following year.

5.8 Waiting lists

The school will operate a waiting list for all year groups. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position 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. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

6. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code (<https://www.gov.uk/government/publications/school-admissions-appeals-code>)

Appellants should contact the North East Learning Trust for information on how to appeal. Information on appeals process is available on the Academy's website.

7. In-year Admissions

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