

Name of Policy: Admissions Policy for 2019-20	Version/Last Review Date: Feb 2018
Change Log after Review	Changes on page 2,3,4,7
Statutory documents linked to policy: School admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admissions appeals panels. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf	Previous review date: Feb 2017 Nov 2016 March 2016
Other Policies linked to this policy: Attendance policy/ Safeguarding children	Next Review Date: Feb 2019
Governor Committee Responsible	Admissions

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self- belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

WNA ADMISSIONS POLICY

The Ethos

Respect for the core capabilities of children and the recognition that all children are unique individuals with a wide range of abilities and potentials. Children are valued as strong, sociable and capable individuals, constantly learning and enquiring about the world about them.

WNA is a place where children will be encouraged to be curious, to ask questions and to learn from one another. Children at our school will be encouraged to question their teachers, formulate their own theories and validate possible results.

This admissions policy has been compiled to comply with the School Admissions Code, and to help us to achieve our vision.

Admission Numbers

The school has the following agreed admission number for the academic year 2019/20 and for subsequent years the agreed admissions number for Reception Class will be 28.

Our allocated numbers for each cohort is 28 but in exceptional circumstances, we can go over our allocated numbers. There are two sets of circumstance, those that we as the admission authority (WNA) must accept a child and those where we may consider accepting a child into the school. The following exceptional circumstances where we are duty bound to admit a child are:

- LAC and previous LAC admitted outside normal admissions round.
- Children with EHC Plans naming the school.
- Children admitted by an independent appeals panel.

The following exceptional circumstances may be considered:

- Children who move to the area outside the normal admissions round for whom there is no other available school within reasonable distance.
- Children of UK service personnel admitted outside the normal admissions round
- Children whose twin is admitted otherwise than an excepted pupil
- Children admitted after initial allocation of places due to a procedural error by the admission authority or LA in the original application process
- Children whom are normally taught in a SEN unit attached to the school or registered at a special school who attend some infant classes within the mainstream school

Our main school intake will occur in September each year, but parents are not obliged to take up an offered place until the term when their child reaches 5 years old. Parents may choose to either defer entry, or take up a part-time place, until that time.

The WNA website will carry a step by step guide to applying through the online system, and staff will be able to assist if required. www.westnewcastleacademy.org

Parents should also register with WNA so that they can be kept informed of developments as the plans for the school come 2019-20 and beyond.

“Newcastle local authority manages our admissions process, therefore all applications must be sent to the local authority. Date of the application will be deemed to be that which the local authority documents as “received”

For the academic year 2019-20 and beyond, our admissions will be arranged through the local authority admissions system, and subject to our admissions criteria, outlined below.

Admissions Procedure

Applications are managed via the local authority system.

All children with a statement of SEN naming West Newcastle Academy will be admitted.

The school will then accept applications from any family applying within the application window, regardless of gender, race, faith, first language, ability or social status.

Over subscription criteria

If oversubscribed, after admitting all SEN statemented children; children are allocated places according to the following:

1. A 'looked after child' or a child who was 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 (see the definition in Section 22(1) of the Children Act 1989).
2. Children for whom it is essential to be admitted to the school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by West Newcastle Academy. The admissions panel will seek whatever professional advice they deem appropriate in deciding on the validity of such applications, and reserve the right to decline those applications where there are deemed to be insignificant needs, or those needs can reasonably be met elsewhere.
3. Children who, on the date of admission, will have a sibling on the roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school. The school may require proof of relationship.
4. Entitlement to pupil premium or service premium, until, (subject to there being sufficient spaces after admitting pupils under 1,2,&3) the quota of 50% has been reached; If there are more applications from pupil premium entitled children than the quota, then they will be prioritised by travelling distance, until the quota of 50% is reached. Parents will be informed of this criteria when first visiting the school and a follow up phone call will be made by the administrator requesting this information.
5. Travelling distance. This includes all children including those entitled to pupil premium who failed to make the quota under 4.

Definitions

- The agreed quota for children entitled to pupil premium is 50% of the admissions intake of the school during that year.
- Travelling distance: measurement will be the straight line distance from the home address** to the centre of the school using an electronic map measuring system as used by the local authority. School address, Armstrong Road Newcastle NE4 8QP.
- Qualification for pupil premium: Parents will need to complete a '*pupil premium admission priority form*', which is available from our website. If this form is not completed, parents will not be considered as a priority application. It is the parents' responsibility to ensure this form is submitted to WNA if they feel it applies to their child. This form must be submitted to WNA no later than 28th February 2019. Apply online <http://www.newcastle.gov.uk/education-and-learning/grants/free-school-meals>.

Should there be a 'tie' between two or more applicants for a place in any category then the decision is made by random allocation*. Each tied applicant is allocated a unique number and the Chair of the appeals committee is invited to select 1 number, unseen.

*Twins and multiple births : If there is a tie for the last place in a class between twins or children of a multiple birth, then all the siblings would be admitted, under the regulations concerning 'excepted pupils'. The class would thereby have a greater number of pupils in that cohort, until numbers reduced naturally and the class size could return to normal.

[The School Admissions (Infant Class Sizes) (England) Regulations 2012]

****Shared care arrangements** – where the child resides for the majority of the time or in cases of 50/50 shared care, the address at which the child is registered with their GP.

Note: Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to WNA, the offer of a place will be withdrawn and an appeal offered.

Operation of waiting lists

We maintain a waiting list in line with the School Admissions Code, and this list will be maintained throughout the school year.

Where in any year the school receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the School 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. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria (above). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

School Admission Appeals process

KEY STAGE 1: RECEPTION, YEAR 1 AND YEAR 2.

If your child has been refused a place at the school you prefer, you have the right to appeal to an Independent Appeal Panel. The Appeal Panel's job is to hear the evidence from the Admission Authority/Governing Body and from you (you are known as the appellant) and to make an informed decision on your case. All appeals should be made to WNA by Friday 22nd May 2020.

The grounds for winning an appeal for Reception, Year 1 or Year 2 are limited because infant class size legislation restricts the size of these classes to a maximum of 30 children per class with one class teacher.

GROUND FOR UPHOLDING A KEY STAGE 1 APPEAL

The following are the **only** grounds on which a Key Stage 1 Appeal will be upheld and you should consider whether or not you are likely to win your appeal on these grounds:

1. Whether or not the admission of an additional child would breach the infant class size legislation limits (in other words take the total number of children in a class over 30).
2. Whether or not the Admissions Authority's arrangements (that is, how places are allocated) correctly followed the rules set out in the School Admissions Code and Part 3 of the 'Schools Standards and Framework Act 1998'.
3. Whether the Admissions Authority made a mistake when they were arranging school places for children and should have given your child a place according to the school's Admissions Policy.

If the Appeal Panel discovers that arrangements were not correctly followed and that this meant that your child was not offered a place, but an offer should have been made your appeal will be upheld. However, the Appeal Panel may conclude that mistakes were made, but that these did not affect the offer of a place to your child. In which case, your appeal will not succeed on these grounds.

If none of the above applies, the Appeal Panel will then consider: Whether the decision to refuse a place at the school was unreasonable given the circumstances of your child's case.

'Unreasonable' is carefully defined in law for school admission appeals. It means that the decision was 'outrageous' and not based on the facts of the case. Reasons such as distance or transport or preference for a particular school would not normally be good enough on their own to win this appeal.

ATTENDING THE APPEAL HEARING

The Appeal Panel is made up of at least 3 trained members: a person with experience of education, a lay person (without personal experience of provision of education) and a Chair. The Clerk is independent and advises the Appeal Panel to make sure that it follows the law and procedures correctly.

You will be given at least 10 school days' notice of the date and time and venue of the Hearing (unless you agree to a shorter notice period). The Clerk will send you the papers within a reasonable time before the set date. They will include the reasons why the school has refused your child a place, and the names of the panellists. You should contact the Clerk at least 7 working days before the Hearing if you want to provide any more evidence or information to support your appeal. If you submit evidence any later, it will be up to the Appeal Panel to decide whether or not to consider it.

The Clerk will ask you to confirm whether you want to call any witnesses, bring a friend or be represented at the Hearing. If you attend the Hearing you will be given time to present your case and say what you want to say. If you do not attend the Hearing, the Appeal Panel can hear your appeal on the basis of the information you have provided.

THE APPEAL HEARING PROCEDURE

When you arrive at the venue, the Clerk will meet you and briefly explain what happens at the Hearing. When it is time for your Appeal to be heard, everyone goes into the Hearing together: the Clerk, the Admission Authority representative and you. The Chair of the Appeal Panel introduces everyone and explains the procedure, as follows:

1. Case for the Admission Authority/Governing Body (representing the school).
2. Questioning by you (the appellant) and Panel
3. Case for the appellant – this is your chance to present your case
4. Questioning by the Admission Authority/Governing Body and Panel.
5. Summing up by Admission Authority/Governing Body
6. Summing up by you (the appellant)

(If there are multiple appeals for the same class, you may attend Part 1 of the appeal with other parents/carers but you will be able to put the case for your own child by yourself)

When the Appeal Panel has heard all the evidence, the Admission Authority/

Governing Body representative and you will be asked to leave the Hearing room.

THE DECISION

The Appeal Panel will carefully consider all that they have read and heard and come to a decision. (If more children win appeals than the school can take, the Appeal Panel has to compare the cases and decide which are the strongest and award those ones with the places).

AFTER THE HEARING

The Clerk will write to you within 5 working days after the Hearing advising you of the Appeal Panel's decision and the reasons why they came to that decision.

If your Appeal was not successful, you can contact the School Choice Adviser for independent advice on places at other schools: Christine Clark on Tel: 0191 277 7427 email: admissions.information@newcastle.gov.uk

The decision is binding on you and the school, and can only be overturned through the courts by Judicial Review.

If you believe that the Appeal was not conducted properly (for example, there were only 2 panellists) you may complain to the Local Government Ombudsman.

APPENDIX

- a. National offer day for reception places is 12th January 2019. Parents who applied on time will be notified of offers by email on the day, or by letter posted second class on the day, depending on how they applied for their place. Parents who applied late will be notified of offers June 2019.
- b. If you wish to remain on the waiting list for a place in the Reception class from January 2020 onwards, you will need to re-apply before the start of every school term using the local authority's In Year Admissions application form. Waiting lists are cleared termly.
- c. If you apply for a place in our school in any year group and a place is not immediately available, your child will automatically be placed on a waiting list. The waiting list will be ranked strictly according to the oversubscription criteria above regardless of the date the application was received. Waiting lists are cleared on a termly basis and if you wish to remain on the list, you will need to re-apply before the start of every term using the local authority's In Year Admissions application form.
- d. Supporting evidence. You should include the deadline for submitting any supporting information in the policy. For help in scheduling your Admissions Committee, WNAs ranked list for 2019/20 must be returned to the local authority by 28th February 2019. Please ensure the deadline for parents allows your committee time to consider all the information and get the list back to us on time.
- e. These criteria apply to all years of entry across the school in 2019/20 if there are more applicants than spaces available.