



Howletch Lane Primary School

# Admissions Policy

Person Responsible: M Armstrong

Date: December 2022

Chair of Governors: K Stevens

Head Teacher: H Adair

## **OVERVIEW OF APPLICATION PROCEDURES FOR ADMISSION TO ALL SCHOOLS**

For all schools, parents/carers must be invited to express at least 3 preferences on a common application form, in the rank order they wish their child to receive an offer of a place and invite parents to give their reasons for each preference. Application forms are obtainable from the County Council's website to download, if you do not have this facility you can contact School Places and Admissions to request an application form. Parents/carers can also apply through the on-line admissions application system accessed via the County Council website. Applications should be submitted to the LA by the published closing date. Places at any school are offered on the basis of equal preference rank order and where an offer is made it is for the highest ranked school at which the LA can offer a place.

The LA must inform other admission authorities of any application made for their schools and pass on any relevant supporting information. Each preference must be considered by the admission authority of the school concerned, where appropriate. The school should then provide the LA with a list of all children who have applied for a place, ranked in order of priority under the school's admission arrangements.

Parents/carers who are resident in one LA but who wish to apply for a place at a school maintained by another LA apply for a place through the maintaining LA's common application form. Neighbouring LAs must inform each other of applications received in respect of children from their LA area who wish to obtain a school place in another LA area.

The LA will then compare the lists for all schools in its area. When a child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child. Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked. Where the LA cannot offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the parental address that has places available.

If an application is unsuccessful, upon request a child's name may be placed on a waiting list which is kept for the full academic year. The position on the waiting list is determined in accordance with the published oversubscription criteria with no reference to length of time on the waiting list. If a place subsequently becomes available, the place will be offered to the next child on the waiting list. Parents/carers are also offered the right of appeal if they are not satisfied with the offer of a place.

The LA will accept applications which are received late only when there is evidence of a very exceptional circumstance which prevented submission by the stated deadline and only if the application is received before offers of places are made. These will then be treated in the same way as all other applications. In the event of a late application not being accepted or receipt is after the offer of places has been made, then places will be offered at the nearest school with places available.

All applications for school places during the normal admission round must be co-ordinated by the maintaining LA.

## 2022-23 CO-ORDINATED ADMISSION SCHEME - PRIMARY

This Scheme is made by Durham County Council (Durham LA) under The School Admissions (Admission Arrangements and the Co-ordination of Admission Arrangements) (England) Regulations 2014.

A separate Scheme exists in relation to secondary schools.

### ***Interpretation***

1. In this Scheme -

“The LA” means Durham County Council acting in its capacity as local education authority.

“The LA area” means the area in respect of which the LA is the local education authority.

“School” means a Community, Voluntary Controlled, Foundation, or Voluntary Aided school or an Academy.

“Admission Authority” means the LA in respect of any of the schools which is a Community or Voluntary Controlled school, the Governing Body of the school in respect of a Voluntary Aided school or a Foundation school and the relevant Trust for an Academy.

“Parent” means any person who holds parental responsibility for a child and with whom the child normally lives.

“Suitable school” means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child’s age, ability, aptitude and any special educational needs, in the view of the Authority.

2. The Scheme shall be determined and processed in accordance with the provisions set out in Schedule 1 and the timetable set out in Schedule 2.

3. The Scheme will apply for the admission arrangements for the school year commencing September 2022.

4. The Scheme shall apply to every primary school in the LA area (except special schools).

## **SCHEDULE 1**

### **PART 1 - THE SCHEME**

1. There will be a common application form supplied by the LA for the purpose of enabling parents living in County Durham to express up to three preferences for their child to be admitted to a primary, infant and, where appropriate junior school in County Durham or to a school or schools in another LA area for the academic year 2022/23.
2. The common application form must be used as a means of expressing one or more preferences for the purposes of Section 86 of the School Standards and Framework Act 1998 by parents resident in the LA area wishing to express a preference for their child:
  - a. to be admitted to a maintained primary school and Academy within the LA area (including Voluntary Aided Schools).
  - b. to be admitted to a maintained primary school and Academy located in another LA's area (including Voluntary Aided Schools).
3. The common application form will invite the parent to express up to three preferences including where relevant any schools outside the LA's area, in the rank order in which they wish their child to receive an offer of a place, and invite parents to give their reasons for each preference.
4. The common application form will explain that the parent will receive no more than one offer of a school place. Furthermore, that places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it would be for the highest ranked school at which the LA as the admission authority or on behalf of the admission authority of a Voluntary Aided School or an Academy, was able to offer a place. Annex 1 lists those Governing Bodies/Trusts which are the Admission Authority for schools or Academies to which this Scheme applies.
5. The common application form will explain that where the LA could not offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the child's home address that has a place available.
6. The common application form will specify a closing date and where it must be returned. Governing Bodies of Aided Schools or the relevant Trust for Academies, as the Admission Authority, must notify the relevant LA of any application made direct to them in error whether or not the parent lives in County Durham.
7. The LA will make appropriate arrangements to ensure that a common application form is available on request from the LA and from its website. The facility to apply on-line will also be made available via the LA's website.

8. The common application form will include a supplementary section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide any relevant additional information.

### **Processing of Applications**

9. Completed applications should be made to the LA by 15 January 2022.
10. Applications received by the closing date take priority over late applications, however, applications which are received for very good reason after the closing date because of very exceptional circumstances will be accepted and treated as on time applications provided they are received on or before 4 March 2022, the date the allocation procedures begin. Examples of good reason include: when a single parent has been ill for some time, or has been dealing with the death of a relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a County Durham property as the main property will be required in these cases). Other circumstances will be considered, and each case decided on its own merits. Parents must, however, provide clear evidence for the LA to consider as to why they could not apply during the preference period. The determination of the LA will be final.

### **Determining offers in response to the applications**

11. The LA will make the offer of a school place to the parent of every child living in County Durham commencing primary education in September 2022 who applies for a place at a maintained school/Academy.
12. The LA will determine the offer of a potential place for Community and Voluntary Controlled schools in County Durham in its capacity as the Admission Authority **having no regard to order of preferences**. For Voluntary Aided Schools, Academies or schools in another Local Authority area, the relevant Admission Authority will inform the LA of the potential offer of a place\*. Durham LA will then be responsible for making the offer of a place in accordance with paragraphs 4 and 15 of this Scheme.
13. By 7 February 2022, the LA will share the applications with the Admission Authority for each of the schools indicated on the applications.
14. By 7 March 2022, the Admission Authority for each school will provide the LA with the ranking of applications, in accordance with their admission criteria, of all pupils who applied for a place at the school, indicating those who can be offered a place and those (if any) who cannot\*. The LA will then match this ranked list against the ranked list of the other schools nominated.
15. By 14 March 2022, the LA will match the provisional offers of places against each parent's ranking and proceed as follows:

- Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
  - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked.
  - Where none of the preferences can be met, the child will be offered a place at the nearest suitable school with a place available.
16. No later than 14 March 2022 the LA will inform other LAs of places in County Durham schools/Academies to be offered to their residents and on 19 April 2022 the LA will inform its schools/Academies of the pupils to be offered places at their schools/Academies.
  17. On 19 April 2022, the LA will write to all parents in County Durham to whom the offer of a place can be made, notifying them of the offer of a place at:
    - a. one of the preferences on the application; or
    - b. the nearest suitable school with places available.
  18. The LA's communication will ask parents to confirm their acceptance of the place and inform them that if they are not satisfied with the offer of a place, they have the right of appeal if they so wish. The communication will include contact details for the LA and those nominated Voluntary Aided schools or Academies where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body or Academy Trust. The communication will also explain that their child's name will be placed on the waiting list for a place at the preferred school(s). The communication will also state, where relevant, why a place could not be offered at a higher ranked school.
  19. Parents will be sent a reminder communication 2 weeks after the offer date (19 April 2022) allowing a further 7 days to respond to the request that they confirm their acceptance of the place.
  20. On 9 May 2022 the LA will reallocate any places that may have become available since 19 April 2022, strictly in accordance with the relevant published oversubscription criteria.
  21. From 10 May 2022, children's names will be placed on a waiting for an oversubscribed school to be offered places if they become available. The waiting lists for all schools/Academies/ will be maintained by the relevant admission authority\* and any places which become available will be offered strictly in accordance with the published admission criteria of the appropriate admission authority. Waiting lists will be maintained for the school year. If parents want their children to remain on a waiting list for subsequent years, they must inform the LA in writing or via email.

## **PART 2 - LATE APPLICATIONS**

22. Applications received after the closing date of 15 January 2022 and on or before 4 March 2022 will be considered and, as far as possible, offered a school place on 19 April 2022. Applications received by the closing date take priority over late applications, however, applications which are received for very good reason after the closing date because of very exceptional circumstances will be accepted and treated as on time applications provided they are received on or before 4 March 2022, the date the allocation procedures begin (see paragraph 10).
23. For applications received between 5 March 2022 and 5 May 2022 inclusive, the LA will, on 9 May 2022, the re-allocation day offer a place in accordance with parental preference, where possible, and if not possible, at the nearest school with places available. These will be considered equally along with all other applicants that are on the waiting lists.
24. For applications received between 19 April 2022 and 31 August 2022 inclusive, offer/refusal communications will be sent out within 14 days of the LA receiving the application form. Any parent approaching a school direct must be referred to the LA. The LA will offer a place at the school highest in the parent's order of rank that has a place available, or if this is not possible, at the nearest suitable school that has a place available. For those who do not receive a higher preferred school the waiting lists will continue to operate.

## **PART 3 - IN-YEAR ADMISSIONS**

25. Applications received on or after 1 September 2022 will be treated as in-year admissions.
26. The LA will, upon request, send a suitable form for parents to complete when applying for a place for their child at any school. All relevant admission authorities will consider any application that is made (making reference to any waiting lists that are in operation) whether via an application form or through a parent's direct approach to any school, and then notify the LA, if appropriate, of the outcome\*\*. Parents whose applications are refused will be offered a right of appeal.
27. The LA will monitor in-year applications and intervene as appropriate to ensure that applicants are placed in a school without undue delay.
28. Parents may ask for their child's name to be kept on a waiting list, to be offered places if they become available at any school to which they have expressed a preference. The waiting lists - unless Aided Schools or Academies chose to maintain the waiting lists themselves - will be maintained by the LA and any places which become available will be offered strictly in accordance with published admission criteria of the appropriate admissions authority. Waiting lists will be maintained for the school year. \*\*Any offer of a school place will always be made by the LA.

#### **PART 4 – ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

29. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. A child is entitled to a full-time place in the September following their fourth birthday.
30. There is flexibility for parents who do not feel their child is ready to start school before compulsory school age. They may defer the date their child is admitted to school until later in the school year following their child's fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year. Alternatively, their child may attend school part-time until they reach compulsory school age.
31. Children born in the summer term, 1 April to 31 August, are not required to start school until a full school 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. While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider delaying their entry to Reception until compulsory school age.
32. Admission authorities will 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 is 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.
33. Where a parent wants their child to be admitted out of their normal age group, the admission authority has two separate decisions to make:
  - it must first decide on the age group the child should be admitted to
  - only once that decision has been made can it apply its oversubscription criteria to decide whether a place can be offered in that age group.
34. Although it is not always easy for admission authorities to make a decision about a child more than a year before the point at which they may be admitted, particularly as it is difficult to know what progress they may make in the intervening period, parents should know the outcome of their request for admission out of the normal age group in time to make an informed decision about whether their child will start school before compulsory school age.



35. The process in place:
- requires the parent to make an application for their child's normal age group at the usual time, but enables them to submit a request for admission out of the normal age group at the same time
  - ensures that the parent receives the response to their request before primary national offer day.
36. If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent 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 the child's fifth birthday.
37. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.
38. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the usual year group at all their preference schools, rather than just their first preference schools.
39. Once a child has been admitted to a school it is for the headteacher to decide how best to educate them. In some cases, it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not. Any decision to move a child to a different age group will be based on sound educational reasons and made by the headteacher in consultation with the parents.
40. Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to junior or secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group. The admission authority will make a decision based on the circumstances of each case and in the child's best interests and will bear in mind the age group the child has been educated in up to that point.
41. Where an application for September 2022 has been received by 15 January 2022 for a child's admission to Reception instead of Year 1 (which is the child's normal age group cohort) and this has been agreed, the application will be considered alongside all other applications that are received by this date. The application will not have lower priority on the basis that the child is being admitted outside their normal age group.

## **ADMISSION TO COMMUNITY AND VOLUNTARY CONTROLLED NURSERY SCHOOLS AND UNITS**

**Priority will be given to children entitled to 15 hours per week and these places must be allocated first. Places are allocated for the 15 hours per week entitlement according to the oversubscription criteria listed below:**

- 1. Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangement, or special guardianship order\*.** A looked after child is a child who is, at the time of making an application to a school, (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).

An adoption order is an order under section 12 of the Adoption Act 1976 or section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 2. Children who appear to the Admissions Authority 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 In Need**

The Children Act 1989 defines a child 'in need' as:

- a) He/she is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by the Local Authority under Part 3 of the Act.
- b) His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services.
- c) He/she is disabled.

A maximum of two part-time nursery places are retained until the end of the Autumn half term in order to accommodate emergency referrals of children "in need" as defined in the requirements of the Children Act, 1989.

#### 4. **The Two Year Old Free Entitlement**

Where a child has been accessing the free entitlement for 2 year olds in a maintained nursery school or unit, for a minimum of 15 hours per week for two terms immediately prior to the child becoming eligible for free entitlement, they shall receive priority for admission to that maintained nursery school or unit in order to preserve continuity, providing that they also live within County Durham's administrative area.

#### 5. **Age**

The offer of a place will be prioritised according to date of birth. Normally, the earliest date your child can be accepted for Early Years Provision is the term after the child's 3<sup>rd</sup> birthday, although some 2 year olds can access the free entitlement. Where applicants have the same date of birth, priority will be given to the earliest date of application.

#### 6. **Those children who are only entitled to the universal entitlement of 15 hours free early education per week**

Those children who are not eligible for the extended 30 hours offer should be offered the 15 hours universal entitlement for a minimum of three terms before they are due to enter a full-time school place in the Reception year. Maintained nurseries should plan for this provision to ensure those who are only entitled to 15 hours are offered a place.

#### 7. **Children Living in Other Authorities**

Although there are no catchment areas for places, preference will be given to children whose parents live within County Durham's administrative area. Only when all children living within the boundary of County Durham have been allocated a place, may a child living in a neighbouring area be offered a place.

#### **30 hours free early education per week, term time, from September 2017:**

This is for 3 & 4 year olds from working families that meet the eligibility criteria. The 30 hours free place will consist of the current 15 hours universal entitlement for all 3 & 4 year olds, which will be **extended** by an additional 15 free hours. The additional 15 free hours will be known as the '**extended entitlement**'.

The maintained nursery school or unit will undertake a validation check on the eligibility code and details provided by the parent on the application form. On confirmation the code is valid the following criteria will be applied to all applicants:

If there are more places available than applications, all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once all places have been allocated, further applications will be included on a waiting list and places will be allocated in accordance with the 30 hours oversubscription criteria.

If there are more applications than places the 30 hours oversubscription criteria will be applied as follows.

**30 Hours oversubscription criteria:**

Places will be allocated on a “first come, first served” basis on receipt of a verified code.

## **2022/23 OVERSUBSCRIPTION CRITERIA FOR ADMISSION TO COMMUNITY AND VOLUNTARY CONTROLLED INFANT, JUNIOR AND PRIMARY SCHOOLS**

If more children want a place than there are places available, we will offer places according to the following criteria, strictly in order of priority.

- 1. Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangement, or special guardianship order\*.** A looked after child is a child who is, at the time of making an application to a school, (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. Medical Reasons**  
Children with very exceptional medical factors directly related to school placement
  
- 3. Sibling Links**  
Children who have a sibling\*\* already attending the school and who is expected to be on roll at the school at the time of admission.
  
- 4. Distance**  
Children who live nearest the preferred school 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 school, the LA's system of random allocation will apply.

\* An adoption order is an order under section 12 of the Adoption Act 1976 or section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

\*\* Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and children of the parent/carer's partner. Some schools give priority to siblings of pupils attending another community and voluntary

controlled school with which they have close links (for example, schools on the same site). Where this is the case, details will be published in the Local Authority's Admissions Brochure.

\*\*\* In assessing home to school distance, the LA uses a Geographic Information System (GIS) to identify and measure the shortest route utilising only the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN) which are national recognised datasets. The LA will not include any other routes or any other method of measurement. Routes are measured from the centre point\*\*\*\* of the child's house, or in the case of a flat from the centre point\*\*\*\* of the building, to the nearest school site entrance. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point\*\*\*\* of the child's house to the closest point on the nearest route on the ITN/UPN.

\*\*\*\* In accordance with the co-ordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.

