

CRAMLINGTON LEARNING VILLAGE ADMISSIONS POLICY 2011/2012

Transfer Admissions Primary to Secondary

1. The Admissions Policy

- 1.1 Cramlington Learning Village is obliged to admit all applicants provided these do not exceed the school's Published Admission Number (PAN).
- 1.2 The Published Admission Number of Cramlington Learning Village for entry in September 2012 is 325.
- 1.3 If applications for places at Cramlington Learning Village exceed the Published Admission Number, priority is given in accordance with the criteria set out below.

Children with a Statement of Special Educational Needs that names Cramlington Learning Village on the statement must be given admission before other applicants. Children with such a statement have no further rights under the School Admissions Code of Practice or this Admission Policy. However, it should be noted that where it is known before the allocation of places that one or more children with a Statement of Special Educational Needs have Cramlington Learning Village named on that Statement, this will reduce accordingly the number of places remaining available at Cramlington Learning Village.

A child in care (looked after child) is a child who in the care of a Local Authority or who is provided with accommodation by that authority and is resident or will be resident in Northumberland by the appropriate admission date.

Admission authorities must give highest priority to children in care in their over subscription criteria.

The priority order for considering applications is as follows:

- i. Pupils living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.

You will be asked to provide evidence of residency in the catchment area of Cramlington Learning Village if Cramlington Learning Village is oversubscribed.

- ii. Pupils on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents or the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker.

*The supporting evidence should set out the particular reasons why Cramlington Learning Village is the most suitable school and **must** be submitted at the time of application. **You will not be allocated a place under this criterion if the required evidence is not produced at the time of application.***

- iii. Pupils resident in the greater catchment area of Cramlington Learning Village partnership who have siblings already in the school who are expected to be on roll at the school at the time of admission. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate date.
- iv. Pupils living within the greater catchment area of the school partnership and those on whose behalf firm evidence is presented that they will be living in the partnership catchment area by the appropriate admission date.

You will be asked to provide evidence of residency in the greater catchment area of Cramlington Learning Village if Cramlington Learning Village is oversubscribed.

- v. Pupils who have an older brother or sister who already attends Cramlington Learning Village including sixth form and who is expected to be on roll at the school at the time of admissions.
- vi. Requests on behalf of pupils which are based on the need to maintain continuity of educational provision within the Cramlington Partnership.

This criterion only relates to pupils transferring from, Middle to High or Primary to Secondary School

This criterion does not apply to those pupils who have entered a school in the final year before transfer.

- vii. Pupils on whose behalf preferences are expressed on grounds other than those outlined above.

Siblings

- viii *For the purpose of admissions, siblings are deemed to be brothers and sisters, step brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings*

Where there are more applications than places available children from multiple births will be given priority within each of the above criterion. If a further tie break is necessary distance between home and the school will be used to prioritise applications – see below.

- 1.4 Should it prove necessary, because places are limited, to distinguish between pupils in any given category priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') from home to school. The distance checker is 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

- 1.5 *The Education and Inspections Act 2006 extends the rights for free home to school transport to maintained schools and Academies for children from low income families (defined as those entitled to free school meals or in receipt of the maximum level of Working Tax Credit). If you are in receipt of Working Tax Credit or free school meals you may qualify for transport under this additional provision should you be successful in getting a place*

Secondary School age

Transport may be provided to any one of the three nearest suitable schools, where distance travelled is between two and six miles.

- 1.6 Applications on behalf of children who are resident in other Local Authority areas will be considered in the same way as applications from Northumberland residents.
- 1.7 Children with disabilities will be treated no less favourably than other applicants for admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, and no child will be refused a place on the grounds of disability. A pupil has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

- 1.8 Cramlington Learning Village reserves the right to vary these criteria to take account of revisions to legislation or its interpretation by the courts.
- 1.9 In instances where it is demonstrated that a place in Cramlington Learning Village has been obtained on the basis of a false statement of address, the school reserves the right to discount the clause covering attendance at a feeder school when considering an application for a place on transfer to the next stage of schooling. Cramlington Learning Village also reserves the right to withdraw a place at a school if information relating to address or any other matter is found to be false.
- 1.10 In cases when a Cramlington Learning Village application for a place has been unsuccessful, the child's name will be placed on a reserve list for Cramlington Learning Village under the appropriate Co-ordinated Scheme. Under the Co-ordinated Scheme, reserve lists will be maintained until the end of the first term of the school year to which they relate. No further arrangements will be made to maintain reserve lists after 31st December 2012.
- 1.11 Those parents whose application to Cramlington Learning Village has been unsuccessful will be notified of their right of appeal to an Independent Appeal Panel. The School Standards and Framework Act 1998, gives this right to all parents whose application for a school has been unsuccessful. The decision of an Appeal Panel is binding on both the Admission Authority and the school. The DfE Code of Practice on school admission appeals can be found on the DfE website at: www.DfE.gov.uk.

2 Co-ordinated Arrangements

2.1 The following arrangements come under the auspices of the relevant Co-ordinated Scheme and are common to all admission authorities in Northumberland.

- 2.2 The last date for receipt of requests for places for September 2012 will be determined by the relevant Co-ordinated Scheme.

Application forms submitted after the closing dates will result in late offers being made.

- 2.3 In line with the Co-ordinated Scheme for Middle, High and Secondary Schools, parents of children transferring to either Year 5 or Year 9 at a Middle or High School or Year 7 in the case of a Secondary School, will be informed of the outcome of their application on National Offers Day (1st March 2012).

Parents applying for places in other year groups in all schools will be notified under the arrangements of the relevant Co-ordinated Scheme

- 2.4 The parents of all pupils who are starting or transferring school must complete a parental preference form. This is referred to in the Co-ordinated Scheme as the COMMON APPLICATION FORM. This also includes anyone living in the catchment area of school.
- 2.5 Parents should complete only one Common Application Form but may make a request for more than one school on that form. They should rank the schools in order of preference, setting out the reasons for their preferences in accordance with the criteria used for prioritising applications. Some Admission Authorities (Governing Bodies of Voluntary Aided schools, Academies, Foundation or Trust Schools) may require parents to complete a supplementary form, but only if the additional information is necessary for the school to apply its admission arrangements. Parents may make requests for more than one school, but will only be offered one school place.
- 2.6 All schools are asked to ensure that all pupils in Year 4 or Year 8, Year 6 in the case of a two tier partnership, complete and return a form before the closing date. These forms should be sent to the Admissions Team immediately after the closing date. Any pupil who

begins in Year 4 Year 6 or Year 8 after the closing date should complete and return a form as soon as possible.

3 Publication of the Local Authorities Information for Parents (2012/13) booklet

The Information for Parents publication for September 2012 entry will be available from the beginning of September 2011. Schools must make their own prospectus available to parents 6 weeks before the closing date for applications. This means that schools prospectuses should be available by 6 September 2011.

4 Admissions timetable

6 September 2011: E-admissions portal opens.

6 September 2011: Common Application forms together with Admissions Information and School Prospectuses issued to parents.

31 October 2011: Closing Date for Applications: E-admission portal closes.

1 March 2012: Parents notified of the outcome of their applications for school places

15 March 2012: Last date for offers to be accepted by parents.