

## **Cramlington Learning Village Admission Arrangements**

### **Primary to Secondary school**

#### **1. Introductions**

These are the admission arrangements for Cramlington Learning Village, admission is at Y7

Parents and wider community groups who may have an interest in school admission arrangements have been consulted on the Academy's Admission Policy.

#### **2. Co-ordinated Admission Arrangements**

In line with current legislation, the Local Authority has drawn up a separate scheme to coordinate admissions to maintained schools and Academies within Northumberland and neighbouring authorities for the main admissions round (phase transfer).

#### **3. Published Admission Numbers**

The admission number for admission to Year 7 in 2017 is 350

#### **4. The Local Authority Admissions Policy for 2017-2018**

This admissions policy will be used to allocate places at those schools which are oversubscribed. It is attached as Appendix 1

#### **5. Address to be Used in Determining Priority for Admission**

If a school is oversubscribed, the address of the parent or carer with whom the child is normally resident will be used in the allocation process. Where a child's address is difficult to determine, for example where shared living arrangements are in place, the address of the parent who has the child most of the time will be used as the allocation address.

#### **6. Fraudulent Applications and Withdrawal of a School Place**

CLV will not withdraw the offer of a place unless it has been made in error it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer is withdrawn on the basis of fraudulent or misleading information, the application will be considered on the basis of correct information, and parents or carers will have the right of appeal where no place can be offered.

Where parents or carers are found to have made a fraudulent application for a school place and the admissions authority decides not to withdraw that place in the best interests of the child, should a school place be sought for any other sibling, or siblings, the sibling criterion will not be considered.

#### **7. Parental disagreement**

The management of school applications may be severely delayed during the main admissions round where separated parents or carers of the child each submit a

separate application for different schools. The School Admissions Code states that only one offer per child is made. In this situation parents and/or carers must resolve matters between themselves and inform the Local Authority in writing of which application should be processed. The Local Authority/ CLV will not become involved in private disputes; furthermore neither application will be processed until the matter is resolved.

## **8. The Admissions Timetable**

The timetable for the September 2017 application and allocation processes will be in line with the co-ordinated admissions schemes in accordance with the timetable detailed in Appendix 2.

## **9. Late Applications**

Applications which are received or changed after the published closing date will only be considered in exceptional circumstances. Normally applications submitted after the relevant published date will not be considered until after allocations for those parents who applied on time have been made. Any evidence submitted after the relevant date to support a late application or change of preference will not be considered. Late applicants will not receive an offer with other parents on National Offers Day, instead receiving one on 'reallocation day'.

## **10. Waiting Lists**

Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available up until the end of the Autumn Term 2017. Vacancies will always be allocated by applying the admissions policy; length of time on the waiting list will not be considered.

## **11. Twins and Siblings of Multiple Births**

Where places are available for some but not all children from multiple births (including twins) CLV will exercise discretion offered by the Admissions Code to offer all the children a place, even if this breaches the published admission number for the year group.

## **12. Catchment Areas**

Catchment areas are a tool used to apply the over subscription criteria when a school has more applications than places. Catchment areas have no separate legal identity outside of the application of the admissions policy and determining entitlement to home to school transport. Details of catchment areas are available on request or by following the links on the County Council's webpage.

## **13. Distance Measures**

Distance measures will be undertaken using the Local Authorities computerised Geographical Information System (GIS). This measures a straight-line measure from the front door of the home to main gate of the school. Distance checking is an integral function within the school admissions software ensuring consistency in measurement.

## The Admissions Policy

CLV is obliged to admit all applicants to a particular school provided these do not exceed the school's Published Admission Number (PAN).

- 1 Children with Statements of Special Educational Needs where the school is named in the statement
- 2 Children looked after and who were previously looked after, i.e. in public care
- 3 Children 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.
- 4 Children 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.

*NOTE Supporting evidence should set out the particular reasons why the school in question 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 you omit to send to the School Organisation Manager a written statement from a professional third party.***

- 3 Children resident in the greater catchment area of the school 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 admission date.
- 4 Children 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.
- 5 Children who have a sibling who already attends the school, including sixth form, and who is expected to be on roll at the school at the time of admission.

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

- 6 Requests on behalf of children which are based on the need to maintain continuity of educational provision within the feeder pattern of Northumberland's systems of schools.

*Important: This criterion does not apply to those children who have entered a school in the final year before transfer.*

- 7 Children on whose behalf preferences are expressed on grounds other than any of those outlined above.

**Parents will be asked to provide evidence of residency if the requested school is oversubscribed.**

Should it prove necessary, because places are limited, to distinguish between children 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')

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.

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 children 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.

CLV reserves the right to vary these criteria within the relevant year to take account of revisions to legislation or its interpretation by the courts.

Those parents whose application to a school 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: <https://www.gov.uk/government/organisations/department-for-education>.

### **Admission to Year 12 in High and Secondary Schools**

This policy for admission to Y12 for both internal and external candidates can be found on the Cramlington Learning Village webpage.

Any applicant who is refused entry into Year 12 has the right of appeal to an Independent Appeal Panel and the decision of that panel is binding on both the Admission Authority and the school.

### **Publication of the Local Authorities Information for Parents (2017/18) booklet**

The Information for Parents publication for September 2017 entry will be available from the Local Authority from the beginning of September 2016. Schools must make their own prospectus available to parents 6 weeks before the closing date for applications. Our prospectus will be available online by 12 September 2016.

### Admissions timetable

- 12 September 2016:** E-admissions portal opens.
- 31 October 2016:** Closing Date for Applications: E-admission portal closes.
- 1 March 2017:** Parents notified of the outcome of their applications for school places
- 16 March 2017:** Last date for offers to be accepted by parents.