

Admissions Policy

Date	Amendment	Approval
2.2.15	Changes made to reflect revised admissions code December 2014. P3 Oversubscription criteria – change of wording to ‘child arrangement order’ (previously residence order) P4 Operation of Waiting Lists – change of wording to 31 st December (previously end of the first term) Advice sought from C Hook, Muckle.	FGB
22.2.16	Changes made to update timetable of procedures in line with LA timeline. Inclusion on process for applying for twins or multiple birth children (p7)	FGB
27.2.17	Changes made to update timetable of procedures in line with LA timeline. Inclusion on process for applying for twins or multiple birth children (p7)	FGB
6.12.17	Changes made to update timetable of procedures in line with LA timeline.	FGB
5.12.18	Changes made to update timetable of procedures in line with LA timeline.	FGB
1.2.19	Main change is to allow participants to express 4 school preferences for the Y7 intake. Changes made to update timetable of procedures in line with LA timeline.	FGB
Jan 2022	Policy Review	SIC

Viewley Hill Academy is the Admissions' Authority for the academy however, the academy adheres to the timetables and procedures of the Local Authority (LA) as detailed in their Admissions Scheme.

Admission Numbers

Viewley Hill Academy has an agreed Published Admission Number (PAN) of 39 pupils for entry in Reception Year. The Academy will accordingly admit at least 39 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 39 or fewer apply.

Proposed Application Procedures and Timetables

It is proposed that the timetable, for both annual Primary and Secondary Admissions Schemes are in line with previous years and takes into account the statutory dates in the School Admissions Code.

Parents/carers will be able to make on-line applications for admissions for the academic school year via the Middlesbrough Council web site:

www.middlesbrough.gov.uk.

Primary Schools

Middlesbrough has a single admission date, with all reception pupils admitted full-time in September 2021.

Parents can defer the date their child is admitted to school until later in the academic year or until the child reaches compulsory school age*, but not beyond the beginning of the final term of the academic year. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

*A child reaches compulsory school age on the prescribed day following their fifth birthday. (Or on the fifth birthday if it falls on a prescribed day) The prescribed days are 31 December, 31 March and 31 August.

The application procedures for admission to reception classes are in accordance with the Co-ordinated Admission Scheme and are similar to those for Secondary Schools, but with a different timetable for the process. It should be noted that all children requiring a reception place at a school must apply for a place even if the child attends the school's nursery.

Parents/carers will be provided with their application forms in November, with the national closing date in January. Parents must complete an application and can express up to three preferences for primary schools, including academies, voluntary aided schools, foundation schools and schools maintained by other Local Authorities. The responsibility for applying remains with the parent/guardian.

All applications will be processed in accordance with Middlesbrough's Co-ordinated Admission Scheme and all preferences are considered equally. Parents/carers will be informed of their child's allocated school place on a designated date in April.

The timetable for primary school admission arrangements is as follows;

Date	Timetable
November	Letter to parents/carers with Common Application Form available online.
January	Closing date for receipt of online and paper applications.
31 January	Send application details to own admission authority schools and to other LA's as applicable.
March	Own admission authority schools to advise LA of pupils who could be offered places in order of their over subscription criteria. Exchange of information with other local authorities. LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible.
April	NATIONAL OFFER DAY. The LA to send letters/emails to all parents informing them of their allocated schools. LA to inform schools of allocated pupils.
May	Closing date for appeals
June/July	Appeals heard by independent panels

Secondary Schools

Early in September, parents/carers of Year 6 pupils will be provided with an application form, upon which to express up to four preferences for secondary schools, including academies, voluntary aided schools and schools maintained by other Local Authorities.

Parents/carers will be requested to return their applications by a closing date of 31 October. Every effort will be made by the Local Authority to ensure that applications are received by the closing date. However, the responsibility for applying remains with the parent.

All applications will be processed in accordance with Middlesbrough's Co-ordinated Admission Scheme and all preferences are considered equally. Parents/carers will be informed of their child's allocated school place in March.

Parents/carers will be able to make on-line applications for admissions for the school year via the Middlesbrough Council website www.middlesbrough.gov.uk.

The timetable for secondary school admission arrangements is as follows:

Date	Timetable
September	Letter to parents/carers with Common Application Form available online.
31 October	Closing date for return receipt of online and paper applications.
November	Send application details to own admission authority schools and to other LAs
January	Own admission authority schools to advise LA of pupils who could be offered places in order of their over subscription criteria
Jan- Feb	LA's to compare lists and allocate places in accordance with expressed preferences where possible.
March 1 st	National Offer Day
March	End of month date given for closing date for appeals
May / June / July	Appeals to be heard by independent panels.

Viewley Hill Academy is the Admissions Authority for the academy.

Applications

Applications for a reception place must be made on the Local Authority common application form in accordance with the Local Authority timetable. Parents will be notified as to whether or not their child has been allocated a place by the Local Authority.

The Local Authority school admissions team can be contacted at the following email address:

schooladmissions@middlesbrough.gov.uk

Oversubscription Criteria

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

- i) 'Children looked after' (in public care), and children previously 'looked after', but ceased to be so because they were adopted* immediately following having been looked after. (* or became subject to a child arrangements order or special guardianship order).
- ii) Pupils permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required). (See Child's Home Address section)
- iii) Pupils who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/carer's partner living at the same address attending the school in the September of admission.
- iv) Pupils with exceptional social and / or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors. A letter from the child's GP or other relevant professional such as a social worker must

be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Exceptional circumstances such as parents who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application). The supporting letter should detail why the school (s) applied for is / are the only one (s) that can accommodate the child.

v) Pupils who reside closest to a particular school, measured in a straight line. The measure will be taken from the front door of the pupils' home to the main entrance of the school.

When distinguishing between pupils within the same criteria the pupil with the highest second criteria will be admitted i.e. a pupil living within the admission zone who has a brother or sister attending the school in the September of admission will have a higher criteria than a pupil who lives in the admission zone but does not have a brother or sister attending the school.

Please note that a place in the academy nursery is not a guarantee of a reception place in the academy.

Twins or Multiple Birth Children

If you have more than one child who are twins or part of a multiple birth going through the application process, you must make a separate application for each child and indicate on each online or paper form that your child has a sibling also going through the process. A place will be offered to the other child(ren) if one of your twins/multiple birth children is offered the last place available and you have applied to the same school for the other child(ren).

Late Applications

Whilst every effort will be made to ensure parental applications are received by the published closing date, applications received after the closing date for oversubscribed schools will only be considered if there is evidence of a good reason for the lateness. Examples of good reasons may include when a single parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available in the preferred school. If the preferred school, including the admission zone school, is full, a place will be offered at the school closest to the home address with places available.

Any parent whose child has been refused a school place, for which they have applied, will be offered the right to appeal against the Authority's decision.

Allocation of Places which become available before Appeal Hearings

Where places become available prior to an appeal hearing, they will be allocated from the waiting list in accordance with the over-subscription criteria.

Waiting Lists

Waiting lists will be maintained for those unsuccessful at gaining a place at their preferred school for admission to Reception Year (primary) and Year 7 (secondary). The waiting lists will be maintained until the 31st December 2021, after which time they will close.

Admission of children below compulsory school age and deferred entry to school

Children are entitled to a full-time school place in the September following their fifth birthday. Parents can defer the date their child is admitted to school until later in the academic year or until the child reaches compulsory school age*, but not beyond the beginning of the final term of the academic year. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age. This arrangement would be made with individual primary schools after the Local Authority has allocated a place by the normal admissions round.

Before deciding to delay a child's entry to school, we would recommend that parents visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through school. They may also be able to allay any concerns parents may have about their child's readiness for school.

*A child reaches compulsory school age on the prescribed day following their fifth birthday or on the fifth birthday if it falls on a prescribed day. The prescribed days are 31 December, 31 March and 31 August

Admission of children outside their normal age group

In exceptional circumstances parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (i.e. a child born from 1 April to 31 August) may prefer not to send their child to school until the September following their fifth birthday and request that they are admitted out of their normal age group i.e. to reception rather than year 1.

If a parent wishes their child to be admitted outside their normal age group then this must be made clear on their application to the Local Authority for a school place. Relevant information must be submitted with the application such as information about the child's academic, social and emotional development, this should include third party evidence such as medical history and the views of a medical professional and / or information from previous educational establishments or any other information the parent think is relevant.

The application will be considered by the LA and /or the admissions authority of the school/schools to which the application is made. (Please note that the Local Authority can only make decisions for Community schools, any school which is an Own Admission Authority School such as Foundation Schools, Academies and Voluntary Aided schools will be responsible for their own decisions.) A decision will be made as to whether the child can be admitted to that school outside the normal age group. If the school refuses to admit the child outside the normal age group relevant reasons will be provided. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

The details regarding 'summer born children' may be subject to review at a later date. Changes to the Admissions Code in December 2014 included information about children being able to defer their child's reception place for one year. The Minister for State Schools, Nick Gibb MP, issued a letter dated 8th September 2015 outlining the Governments position of amending the School Admissions Code further and a further consultation on changes to the Admissions Code may follow which may in turn lead to changes to this policy. The current procedure for 'summer born children' is detailed below.

Parents of summer born children must apply for a reception place for their child at the usual time, but must make clear on the application that they wish to admit their child outside of the normal age group, i.e. a year later, providing evidence as detailed above. The request must be made by the primary applications closing date (15th January 2021), any requests received after this date will not be considered. If the request is refused, parents 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 1 for the September following the child's 5th birthday. If the request is agreed by the preferred school/schools then the application for reception will be withdrawn before a place is offered. The parent must then make a new application as part of the main admissions round the following year, the application will be processed as normal and places will be allocated at schools according to the schools' oversubscription criteria.

Parents should be aware that schools and admission authorities cannot be required to honour a decision made by another school or authority on admission out of the normal age group, if a place is not available at the school/schools that have agreed to the request, other schools may insist the child is admitted to the correct year group. This may also apply to children moving later in their school life from primary school to secondary school, if the child is due to move into Y7 (the first year of secondary school), the secondary school may insist the child be admitted to the correct year group according to their date of birth.

If you would like to discuss this further, please contact the School Admissions Team or the Head Teacher of the schools you may be interested in applying for.

Child's Home Address

A child's home address, for the purpose of School Admissions, is considered to be the parents or legal carers permanent address. If parents do not live together and your child lives for periods of time with each parent, the home address will be the one where the parent receiving the Child Benefit lives.

Proof of address may be required (see below for details of evidence which may be requested).

Parents must not give the address of child minders, grandparents or other family members or friends who may share in the care of the child.

If parents move house during the application and allocation process, parents must inform the School Admissions section immediately as this could have an effect on which school the child is allocated. Proof of address move will be required; two pieces of evidence must be submitted such as Child Benefit Letter, Child Tax Credit letter, Council Tax bill, tenancy agreement, solicitor's letter confirming house sale, bank and credit card statements. The child's address used in the allocation process will be the address at the time of the place allocations (places will be finalised several weeks before offer letters are due to be issued to parents, if you are moving house around this time, please contact the Admissions team for guidance). It is the responsibility of the parent to ensure that the School Admissions Team are provided with the correct address and / or any address change details with any relevant evidence.

The LA will not consider temporary addresses as being the parental address. This means that if, for example, you live in temporarily with other family members or move to temporary accommodation for any reason, the parental address will remain at the address at which you were living before the temporary move took place.

Appeals

If the academy is unable to offer a child a place, it will include the reason or reasons for this decision and the relevant deadline for lodging an appeal.

Parents who wish to appeal against the decision of the Admissions Authority to refuse their child a place in the academy may apply in writing to the Viewley Hill Board of Governors at the following address, setting out their grounds for appeal:

Viewley Hill Academy
Andover Way
Hemlington
Middlesbrough
TS8 9HL

Appeals will be heard by an independent panel in accordance with the School Admissions Appeal Code.

APPEAL FOR ADMISSION TO VIEWLEY HILL ACADEMY

NOTICE OF APPEAL AGAINST THE DECISION NOT TO OFFER A PLACE AT THE SCHOOL FOR WHICH PARENTS EXPRESSED A PREFERENCE FOR THEIR CHILD TO ATTEND.

1. Pupil's Name:
2. Date of Birth:
3. Address:
4. Name and date of birth of any brothers or sisters attending Viewley Hill Academy:

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5. **Grounds for appeal:** please give reasons for wishing your child to attend Viewley Hill Academy.

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(Continue on the back of the form if required).

6. Do you wish to attend the appeal hearing? YES / NO*
7. Do you wish to be accompanied by a friend or be represented? YES / NO*
8. Do you require any special assistance i.e. accessible room / facilities?
 YES / NO* If YES please give details:
9. Do you require a translator at the hearing? YES / NO*
 If so please state language:

Signed: Name in block capitals:

Date: Relationship to child:

Contact telephone number:

Completed form should be sent to:
 The Clerk of the Appeals Committee, Viewley Hill Academy, Andover Way. Hemlington, Middlesbrough, TS8 9HL