

## **Archibald Primary School**

### **Admissions Arrangements**

**2019/20**

#### **Introduction**

Archibald Primary School is an Academy and part of the Endeavour Academy Trust, having converted from Community School status in April 2018.

As part of a multi academy trust the Trust has overall responsibility for admissions. However the Trust has delegated responsibility for admissions to the Governing Body of Archibald Primary School.

#### **Determined Admission Arrangements 2018/19**

The school did not convert to Academy status until April 2018 and therefore it was agreed that the school would adopt the Local Authority oversubscription criteria for reception admissions in the academic year 2018/19.

Below are the admission criteria used to allocate places if the school is oversubscribed.

The over-subscription criteria is used to determine how school places will be allocated if the school has more applications than places.

After the admission of children with Statements of Special Educational Needs or an Education, Health & Care Plan where a particular school is named in the Statement or Plan, the over subscription criteria will be applied as follows;

- 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). See note 1
- II. Children 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 note 2
- III. Children 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. See note 2
- IV. Children 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. Only 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) See note 3

- V. Children who reside closest to a particular school, measured in a straight line. The measure will be taken from the front door of the child's home to the main entrance of the school.

When distinguishing between children within the same criteria the child with the highest second criteria will be admitted i.e. a child 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 child who lives in the admission zone but does not have a brother or sister attending the school.

### **ADDITIONAL NOTES**

Note 1: Relevant evidence must be provided such as copy of the adoption certificate or court order plus details of when and where the child was in care and names and contact details of social workers involved.

Note 2: Please see paragraph 'Child's Home Address' on page 7 of the Primary and Secondary Education in Middlesbrough, A Guide for Parents 2018-2019.

Note 3: Full details must be submitted at the time of application. If you have any concerns or need any guidance about what might be classed as exceptional social or medical reasons, or what evidence may be submitted, please contact the Admissions Team to discuss the matter in confidence before you submit your application.

Note 4: 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 this year, 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).

All schools operate an equal preference admissions system, where all preferences are considered equally against the admission criteria. The pupil is then offered a place at the school with the highest parental preference that can be met.

### **In-Year Transfers**

There are occasions when requests for places are received outside the normal admission round. Such as when parents move into an area.

All in Year transfer requests must be made through Middlesbrough Council who co-ordinate the process.

Once an application is received a place will be offered to the child if in the requested year the school is below its Planned Admission Number for that year group. If the School is at or above its Planned Admission Number the request for a place will be refused and the parent/guardian will be offered the right to appeal the decision.

There are a small number of occasions when multiple requests for places are received and some can be met but not all. In these circumstances the places available will be offered based on the above admissions criteria.

### **Appeals**

If unsuccessful in obtaining a place and you wish to appeal the decision an appeal should be submitted to the Governing Body, details of how this is done will be contained in the decision letter sent to you by Middlesbrough Council. An independent appeal panel will then be convened to hear the appeal. The decision of the panel is binding both on the school and the appellant.