



NORTHGATE PRIMARY SCHOOL ADMISSION POLICY FOR 2021-22

Summary of proposed changes to Admission Policy 2021-22

Admission arrangements must be consulted on whenever changes are proposed or every 7 years and Northgate Primary School are now consulting on the 2021/22 admission arrangements.

The main changes are:

- Clarifying the in year admission process with regards to timescales

NORTHGATE PRIMARY SCHOOL ADMISSION POLICY FOR 2021-22

1.0 CONDITIONS

- 1.1 The following information should be read in conjunction with the 2021-22 Coordinated Admission Scheme published by the Local Authority(LA) in which area the child subject to the application lives (the home Council). For those living within Somerset, the school's admission arrangements for Reception Intake are in conjunction with the Somerset County Council Admission Arrangements for new intake primary admissions for 2021-22.
- 1.2 To see a copy of the LA Admission Arrangements contact Somerset County Council (see No.5 below for contact details).

2.0 ADMISSIONS AUTHORITY

- 2.1 Clevedon Learning Trust is responsible for admissions to Northgate Primary School.
- 2.2 The over-subscription criteria will be reviewed by the Academy Trust and published after consultation with other local admissions authorities including Somerset County Council.

3.0 ADMISSION NUMBER

- 3.1 The Admission Number for Northgate Primary School is 30. This is the number of places available in each year group.

4.0 OVER SUBSCRIPTION CRITERIA

- 4.1 If the school is **not** over-subscribed for Reception intake, all new intake applicants will be offered a place.
- 4.2 If the school receives more Reception intake applications than the Admission Number, the following criteria will be used to determine who will be allocated the places. All applications will be ranked in accordance with the criteria below given in order of priority:
 - i) Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order (See Children in Care)
 - ii) Children without a statement of Special Educational Needs, identified with a sensory, physical or medical disability (High Needs Pupils), where a local authority multi-agency professional team has identified the school as the nearest suitable school.
 - iii) Children with a sibling at the school at the time of admission, and who live at the same address
 - iv) Children of staff employed by the school recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - v) Children not satisfying a higher criterion

If in categories 1-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical Information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation undertaken by the local authority or another body unconnected with the Academy Trust will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.

IN APPLYING THESE CRITERIA

- 4.3 Where a school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the Admission Authority is legally required to admit the child to the school. Where Northgate Primary School is named in the Statement or Plan, such children will therefore be allocated places before

the over-subscription criteria are applied. Applications of this type will take priority over all other requests for places.

- 4.4 The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

4.5

5.0 APPLICATIONS - RECEPTION INTAKE ONLY

- 5.1 New Intake applications can be made online or on paper and should be submitted to your home council. If you live in Somerset you should apply to:

Email: schooladmissions@somerset.gov.uk
Website: www.somerset.gov.uk/admissions
Tel No: 0300 123 2224

Admissions and Entitlements Team
County Hall
Taunton
Somerset
TA1 4DY

- 5.2 Applications must be submitted by the closing time and date of 23:59 hours on 15 January 2021 in order to be considered in the first round of school place allocations.
- 5.3 Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations:
- 5.4 On-time applicants will be informed of the outcome of their application on 16 April 2021 by their home council.

6.0 IN-YEAR APPLICATIONS – YEARS R - 6

- 6.1 In year applications must be submitted directly to the school using the in-year application form available on the website.
- 6.2 The Governing Body will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications.
- 6.3 If there are more applicants than vacancies for any year group, In-Year applications will be considered in accordance with the above over subscription criteria. An In-Year application form is available upon request from the school and/or Somerset County Council. Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. **The LA reserve the right to seek further documentary evidence to support a claim of residence.**
- 6.4 Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).
- 6.5 A decision will be notified in writing to the applicant within ten school days following receipt of the application. Where a school place is offered it will be held open for 10 school days and applicants will need to confirm acceptance within this time.

ADDITIONAL INFORMATION

- (a) **Children in Care** - 'Children in Care' are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- (b) **Home Address** - A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month formal tenancy agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with other family members or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. **The Governing Body reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional.**
- (c) **Parent** - This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.
- (d) **Shared care arrangements**
Where it is necessary to establish the permanent home address for the child, parent/carers will be asked to write to the Governing Body stating the number of days each week the child spends with them. The Governing Body may also ask for evidence of which parent/carers was in receipt of child benefit at the point of application. If the parent/carers is not in receipt of child benefit, the Governing Body will ask for proof of the child's home address as held by the doctor's surgery at the point of application. If the child's home address can be verified the Governing Body reserve the right to request further documentary evidence to support any claim of permanent home address.
- (e) **Children with a Statement of Special Educational Needs or Education, Health and Care Plan**
There is a different procedure for Children with a Statement of Special Educational Needs or Education, Health and Care Plan. Their parents should apply for a place via the service dealing with Special Education Needs in their home council.
- (f) **Sibling**
For the purpose of admissions, a sibling is defined as children living at the same permanent home address.
- (g) **Children of UK service personnel**
The Admission Authority endeavours to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required and providing the appropriate documentation is provided as proof of posting (an official government letter e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.

Usually, a place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carers is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf

- (h) **Right of Appeal** - Parents whose school place application is refused have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter.

(i) Admissions of Students Outside Their Normal Age Group

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group will be considered. The reasons for the request must be fully explained in writing and included with the school place application form (or submitted separately where applying via an on-line service). Parents of summer born children (born on or between 1 April and 31 August) can ask the Admission Authority to admit their child into the Reception year, one year after they would normally enter the school.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child, taking into account, as appropriate, the following:

- The views of the parent, information about the social, emotional and academic development of the child as often supported by education and other professionals, the views of the Headteacher, where relevant the child's medical history and the views of a medical professional, whether they have previously been educated out of their normal age group and whether they may naturally have fallen into a lower age group if they were not born prematurely.

Where a request for a child to be admitted outside their normal age group is agreed, that enables a child to be included as part of the Reception intake allocations, the application will then be processed in accordance with these arrangements and over-subscription criteria where applicable.

(j) Deferred Entry - Parents offered a place for children who have not yet reached their fifth birthday have the right to apply for a deferred entry to school. In these circumstances, parents can request that their child start school in the Reception year group at a later stage in the academic year, however, must be in full time education by the start of the term (term 1, 3 or 5 as appropriate) following his/her fifth birthday.

All children offered a place are entitled to a full-time place in the September following their fourth birthday. Parents may also request that that their child takes up their place on a part time basis until the child reaches compulsory school age.

(k) Contact the School

Northgate Primary School
Northgate
Bridgwater
Somerset
TA6 3EU

Tel: 01278 226070
Email: office@northgateprimaryschool.org.uk
Website: www.northgateprimaryschool.org.uk