



Saltburn Learning Campus

Saltburn Primary School and Huntcliff School Admissions Policy and Procedures for Admissions 2016/17

DOCUMENT CONTROL

Date	Author	Version	Change Description	Approved / Quality Checked By & Date	Target Audience / Circulation	Document Review Date
24/06/2014		1	N/A		Staff & Governors	

Document Retention Period	Destroy 5 years after administrative use has concluded
----------------------------------	--

Saltburn Learning Campus

Admissions Policy and Procedures for Admissions 2016/2017

CONTENTS:

1. Admission arrangements for the school for Academic Year 2016/2017
2. Admission Zones
3. Admission Numbers
4. Application Procedure and Timetable for Admissions to Reception and Y7 2016/2017
5. Over-subscription Criteria
6. Children in receipt of a Local Authority Statement
7. Tie-break
8. Late Applications and Mid-Year Admissions
9. Allocation of Places which become available before Appeal Hearings
10. Waiting Lists
11. Appeals
12. Admissions to years other than Reception and Y7 – September 2016

SUMMARY:

Foundation Schools such as Saltburn Primary School and Huntcliff School are their own admission authorities. This policy outlines the admission arrangements for the academic year 2016/17. It covers admissions in Reception and Y7 and mid-year / occasional admissions, and comes into effect for admissions commencing 1st September 2016 and onwards.

Legislation now states that School Admission Policies only need to go to consultation every 7 years if there are no changes to admission criteria.

1. **ADMISSION ARRANGEMENTS FOR THE SCHOOL FOR ACADEMIC YEAR 2016/2017**

In accordance with Regulations, the Governing Body of Saltburn Learning Campus wishes to consult with Governing Bodies of all maintained schools in the Authority and other interested parties, regarding the proposed admission arrangements for the school for the 2016/17 school year.

The arrangements are in line with those applied by the Local Authority for all maintained community and voluntary controlled schools.

ADMISSION OF RECEPTION AND YEAR 7 STUDENTS – SEPTEMBER 2016

2. **ADMISSION ZONE**

No change is proposed to the schools' admission zone. The schools' admission zone is that covered by the admission zones of Saltburn only.

3. **ADMISSION NUMBERS**

Learners will be admitted into Reception and Year 7 without reference to ability or aptitude. The schools' admission numbers have been set with regard to the physical capacity of the schools. The proposed admission number for Reception for the 2016/17 school year is 60. The proposed admission number for Year 7 for the 2016/17 school year is 108. These figures are based on the assessed capacity of the school at the present time and may be subject to variation, depending on future plans and developments which may impact on the schools' physical capacity.

4. **APPLICATION PROCEDURE AND TIMETABLE FOR ADMISSIONS TO RECEPTION AND Y7 2015/2016**

The application process for admissions into Reception and Y7 is co-ordinated by Redcar & Cleveland Local Authority (LA), which acts on behalf of our Governing Body to offer Reception and Year 7 places at our schools. At the appropriate time, Parents/Carers will receive information from Redcar & Cleveland Admissions on how to make an application on relevant dates. Offer letters will be issued by the LA on 1st March 2015 for Y7 and 16 April 2015 for Reception – the national schools places offer days. Applications can also be made on-line. An Independent Choice Advice service will be available to assist families with their applications. For details, please contact the Redcar & Cleveland Admissions Team on 01642 837740 / 837730 or log onto www.redcar-cleveland.gov.uk/admissions.

All parents/carers are strongly advised to read the Redcar & Cleveland Local Authority Guide for Parents/Carers 2016/2017.

The timetable for primary and secondary school admissions arrangements for Reception and Y7 2016/2017 is available from Redcar & Cleveland Admissions Office.

5. **OVER-SUBSCRIPTION CRITERIA**

Where more parents/carers have expressed a preference for the school than there are places available; criteria will be applied to determine which parents/carers' preferences can be met. The proposed over-subscription criteria are outlined below:-

CRITERIA (in priority order)	EXPLANATORY NOTES
i) children who are cared for by a Local Authority	Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after

	<p>child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22 (1) of the Children's Act 1989).</p>
<p>ii) children who are permanently resident in the admission zone defined by our school</p>	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents/carers are separated and the child lives for periods of time with both parents/carers, the address used will be of a parent who receives child benefit for the child. Parents/carers may be asked for proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.</p> <p>Please note that admission to the Nursery at Saltburn does not guarantee admission to Saltburn Primary School and subsequently does not guarantee admission to Huntcliff School.</p>
<p>iii) children not living in the admission zone who has elder siblings attending the school in the 2015/16 school year</p>	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2016/17 school year.</p> <p>Siblings refer to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>
<p>iv) children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by appropriate professional advisors to the school.</p>	<p>Social reasons generally do not include domestic circumstances such as parents/carers working commitments, childcare arrangements separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>Parents/carers are strongly urged to provide independent third party information (e.g. from a professional person who knows or is involved with the medical or social reason why they think their child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the only school which could meet their child's needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the relevant professional advisors as to whether or not an application falls into this category.</p>
<p>(v) children living</p>	<p>The distance from home to school will be measured by computer</p>

closes to the school	on a straight line basis using the number and postcode of the house and the postcode of the school.
----------------------	---

6. **CHILDREN IN RECEIPT OF A LOCAL AUTHORITY STATEMENT OR EDUCATION HEALTH CARE PLAN (EHCP)**

Any child who has a current Statement of Special Educational Needs or Education Health Care Plan (EHCP) naming Saltburn Primary School or Huntcliff School as the designated school will be automatically admitted, unless the school has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in her/his best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

7. **TIE-BREAK**

If it is necessary to distinguish between children within categories (i)-(iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) – measurement on a straight line basis as defined above.

8. **LATE APPLICATIONS AND MID-YEAR ADMISSIONS**

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is a good reason for their lateness. In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated. Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

9. **ALLOCATION OF PLACES WHICH BECOME AVAILABLE BEFORE APPEAL HEARINGS**

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

10. **WAITING LISTS**

Those pupils who have not been allocated their highest rank preference for Saltburn Primary School or Huntcliff School will automatically be placed on a waiting list. Parents/carers may request that their child's name be placed on a waiting list for Saltburn Primary School or Huntcliff School. If places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

11. **APPEALS**

The parents/carers of any child who is refused a place at Saltburn Primary School or Huntcliff School have a right of appeal to an Independent Appeals Panel. The panel consists of three people who are fully independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of each appeal case before putting them against the Planned Admission Number of the school as a whole. Both the Governing Body and the parents/carers must abide by the decision it makes.

12. **ADMISSION TO YEARS OTHER THAN RECEPTION AND YEAR 7 – SEPTEMBER 2016**

Applications for places in these year groups can be received at any time of year. In the event of over-subscription, the criteria set out above will be applied and places offered in accordance with those criteria.

To apply for a place after the start of the autumn term in September 2016, please contact the Local Authority Admissions Office on 01642 837740.

Parents/carers wishing to visit the school prior to submitting an application are welcome to do so.