



St Peter's Elwick Church of England Primary School

Admissions Policy

2026-27

Reviewed: Autumn 2024

Person in charge: Head of School

Governance: Chair of LGB

Pastoral Care/Spiritual Development

We place the pastoral care of pupils, staff and families at the heart of how we work. This informs our policy framework. The quality of relationships between all members of school staff, pupils and stakeholders, and the relationship with parents and carers is the area that is most commonly associated with the ethos of the schools in our Trust. It is expressed in the terms of sharing and caring.

In the Church schools in our Trust, we follow the teachings of:

‘Love your neighbour as yourself’ – Matthew 22:39.

‘This is my commandment: love each other’ - John 15:17.

In the none Church schools in our Trust, we follow the spiritual ethos of treating others as we would ask to be treated and to care for others with kindness and respect.

In our schools we believe every pupil is an individual who is valued for who they are.

We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community, which the school seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks including in our Church schools in ways which reflect the Gospel values of love and care. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the high standards expected.

It is from this premise that both respect and care will pervade all aspects of life at Northern Lights Learning Trust. A desire for everyone to flourish, knowing that everyone reflects God’s image is pivotal in all of our schools, including our Church schools. This will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the school environments are created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team.

Pastoral care pervades all aspects of school life and therefore will be reflected in the way the schools are organised and the policies are written and implemented.

Northern Lights Learning Trust is the Admissions Authority for the school. The Local Governing Body of St Peter's Elwick CofE Primary School considers the admissions on behalf of the Trust Board. This means that a committee of the governing body consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, the Diocesan Board of Education, all other Admissions Authorities in the area and interested parties and parents through our web site. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, 2021."

Applications in the normal round must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school, on the National offer date. Applications, received after the closing date will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the governing body to make an informed decision.

Applications for in-year admissions must also be made on the In Year Admissions Portal for Hartlepool Local Authority or on the In-Year Admissions Form (available from the receiving Local Authority).

The Admission policy is applied if the number of applications exceeds the Published Admission Number (PAN) which is 15.

In the first instance, places will be awarded to those pupils with an Education, Health and Care Plan where the school is named as the most appropriate educational setting for the child. The remaining places will be awarded in the following priority order:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (see notes at the end of this policy)
2. Siblings - children who have an older sibling attending the school, at the time of their application. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, (foster brother or sister), or the child of the parent/carer's partner. This applies where the child for whom the place is sought is living in the same family unit at the same address as that sibling.
3. Those children who live in the school's admission zone.
4. Feeder School- children who attend the Nursery of the same school in the previous academic year to that of their application.
5. Other children

Tie Breaker: In all criteria, if there are more applicants than places available then priority will be given to those children who live closest to the school as determined by a straight line distance measurement; from the address point for the child's home to the address point of the school, using the Local Authority's computerised measuring system.

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Definition of Distance – Distance will be measured by a straight line measurement from the address point for the child's home to the address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school received the higher priority. The address points are linked to the Local Land & Property Gazetteer.

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

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

their child attends part-time until they reach compulsory school age, or

- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Headteacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Notes and supplemental information:

Looked after child

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002

(Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked-after status.

Shared Parental Responsibility

Where two adults have shared responsibility for a child, they should agree before submitting the application which schools to name as their preferred schools and the order of preferences. In cases of dispute, or when two applications are submitted, the LA will process the application received from the adult with whom the child is living the majority of the week. If parents fail to agree on preferred schools, and two applications are received for the same child from both parents, then the LA will lead on such issues.

The Admissions Authority may ask for proof of your address. The admissions authority will consider legal action against parents who deliberately give false information, and the offer of a school place may be withdrawn.

Information given by parents which is found to be fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

Parents, who are unsuccessful in securing a place for their child at the School, have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Local Governing Body at the School address. Appeals are heard by an independent panel.

Children, who are unsuccessful in securing a place at the School, can be placed on a waiting list, which will be held by the School whilst the child is of primary school age unless the parent requests that the name is removed. If a parent would like their child to be added to the waiting list, they should contact the school.

Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy and evidence sought to support their application.