



Admissions Policy 2019 - 2020

Approved by the Governors of Viewley Hill Academy on: 20.1.14

Date	Amendment	Signed
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.	HM
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)	HM
6.12.18	FGB review – no changes to policy; timeline to be updated in line with Middlesbrough Council.	

Viewley Hill Academy is the Admissions' Authority for the academy however the academy works with Middlesbrough Local Authority who coordinate admissions into Reception class and Year 7.

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 Primary and Secondary Admissions Schemes for 2018/19 is similar to previous years and takes into account the statutory dates in the School Admissions Code.

A summary for each scheme is provided below.

Primary Schools

Middlesbrough has a single admission date, with all reception pupils admitted full-time in September 2019.

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 2018, with the national closing date of 15th January 2019. 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.

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 16th April 2019.

Parents/carers will be able to make on-line applications for admissions for the 2019/20 school year via the Middlesbrough Council web site:

www.middlesbrough.gov.uk

The timetable for primary school admission arrangements is as follows;

16 November 2018	Letter to parents/carers with Common Application Form available online.
15 January 2019	Closing date for receipt of online and paper applications.
31 January 2019	Send application details to own admission authority schools and to other LAs as applicable.
By 6 March 2019	Own admission authority schools to advise LA of pupils who could be offered places in order of their oversubscription criteria.
March 2019	Exchange of information with other local authorities.
By 28 March 2019	LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible.
16 April 2019	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.
20 May 2019	Closing date for appeals.
June/July 2019	Appeals to be heard by independent panels.
31 December 2019	Admission round ends. Waiting lists close.

Secondary Schools

Early in September 2018, parents/carers of Year 6 pupils will be provided with an application form, upon which to express up to three 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 2018. Every effort will be made by the Local Authority to ensure that applications are received by the closing date.

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 1st March 2019.

Parents/carers will be able to make on-line applications for admissions for the 2019/20 school year via the Middlesbrough Council website www.middlesbrough.gov.uk.

The timetable for secondary school admission arrangements is as follows:

11 September 2018	Letter to parents/carers with Common Application Form available online.
31 October 2018	Closing date for return receipt of online and paper applications.
16 November 2018	Send application details to own admission authority schools and to other LAs as applicable.
11 January 2019	Own admission authority schools to advise LA of pupils who could be offered places in order of their oversubscription criteria.
11 January to 20 February 2019	LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible. LA to inform other LAs of places to be offered to their residents.
1 March 2019	NATIONAL OFFER DAY. LA sends letters to all parents informing them of the allocated schools. LA informs schools of final offers.
29 March 2019	Closing date for appeal forms.
May/June/July 2019	Appeals to be heard by independent panels.
31 December 2019	Admission round ends. Waiting lists close.

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:

admissions@cfl.mgrid.org.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:

1. 'Children Looked After' (in public care) and children previously 'looked after'. A "looked after" child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989 at the time of making an application to a school). A previously looked after child is a child who was looked after but ceased to be looked after because he/she was adopted or became subject to a childcare arrangements order, or a special guardianship order, immediately following having been looked after.
2. Children permanently resident (i.e. the address at which the child is registered for child benefit) in the school's Admission Zone where a preference is expressed for the school (proof of address may be required).
3. Children who will have a sibling living at the same address attending the school in the September of admission. For these purposes a "sibling" means a child's natural brother/sister, half-brother/sister, adopted brother/sister, foster brother/sister or step brother/sister, or a son/daughter of the child's parent's/carer's partner.
4. 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).
5. Children who reside closest to the academy, 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 academy.

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. A separate application must be made for any transfer from nursery to reception.

Tie Breaker

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the academy as measured by a straight line from the front door of the home of the front door of the main reception of the academy site that was on the original application for a place.

If the distance is the same for two or more applicants, random allocation will be used as a final tie-break. This process will be independently verified.

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 (except under very limited circumstances) whose child has been refused a school place, for which they have applied, will be offered the right to appeal against the Admissions Authority's decision.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the coordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more Applications for places than there are places available, a waiting list will operate until the 31st December. This will be maintained by the Academy 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. Places from the waiting list will be offered in the priority order set out above, not in order of the date applications are made.

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

The school provides for the admission of all children in the September following their fourth birthday. Where the school offers a child a place at the school, that child is entitled to a full-time place in the September following their fourth birthday.

Parents may request that (a) the date their child is admitted to school is deferred until later in the same school year (but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made), or (b) their child attends part-time until they reach compulsory school age (but not beyond the point at which they reach compulsory school age). In these circumstances the child must start school full-time no later than the start of the term after their fifth birthday.

The academy's view is that deferral or part-time attendance may be appropriate in exceptional circumstances, for example, where health, educational or care needs would make a deferred start the most beneficial for the child. But generally pupils should commence school in the September following their fourth birthday.

If you would like to discuss this further, please contact the Head Teacher.

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 – to reception rather than year 1.

The academy's view is that admitting a child outside their normal age group may be appropriate in exceptional circumstances. The academy will take into account all relevant factors on a case-by-case basis including the parent's views; the Head Teacher's views, information about the child's academic, social and emotional development; 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; whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and any other relevant factors.

When informing a parent of its decision on the year group the child should be admitted to, the academy will set out clearly the reasons for their decision. There is no statutory right of appeal against this decision.

If you would like to discuss this further, please contact the Head Teacher.

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).

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