



## Admission policy for West Jesmond Primary School for the academic year 2023/24

West Jesmond Primary School follows the admissions 'code' or 'guidance' detailed below in accordance with the guidance from the Department of Education:

<https://www.gov.uk/government/publications/school-admissions-code--2>

To view the coordinated admissions scheme for Newcastle upon Tyne maintained schools including academies, please follow this link:

<https://www.newcastle.gov.uk/education-and-learning/admissions-and-school-transfers/admissions-archive>

The Governing Body is the Admissions Authority of this school and is responsible for determining the school's admissions policy for the academic year 2023-24.

The Governing Body intends to admit up to 90 children into the Reception year group in September 2023.

### How and when to apply for places

All applications for school places must be made on Newcastle City Council's school application form and returned to Newcastle City Council (the Local Authority – LA).

Applications for Reception places for September 2023 must be submitted **by midday on 15 January 2023**. Applications for school places in other year groups or after the start of the school year can be submitted at any time.

### Late applications

Applications received after the closing date will be classed as late and processed after all of the applications received on time.

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## **Summer born children and the admission of children below compulsory school age including later or deferred entry (Creating an OFFSET place) and part time admission until the age of 5.**

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 start date their child is admitted and starts attending to school is deferred/rearranged until later in the same academic year (i.e. not the first day of the Autumn term) 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, with a properly organised induction programme, rather than part way through it.**
- that the date their child is admitted to school and starts their education is postponed in agreement with the school, 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.**

### **OFFSET REQUESTS**

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 detailed, supporting reasons for seeking a place outside of the normal age group. This is known as an OFFSET place.

This should be discussed with the Head Teacher 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 re-apply in the normal way for a Reception place in the following year (places are not guaranteed even if the offset place was agreed).

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.

Further information and advice on the admission of summer born children is available from Newcastle City Council School Admissions.

### **Special Educational Needs**

Children who have an Education, Health and Care Plan which names the school will be admitted to the school.

## **Admissions to the Reception Year in September 2023**

### **How places will be allocated**

If there are enough places at the school then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places.

- 1. Children who are currently looked after by a local authority (in care) in the UK, children who were previously looked after by a local authority in the UK or who appear to the admissions authority to have been in a state care outside of the UK,** and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
- 2. Children with a brother or sister (a sibling)** who will be on roll at the school on the date that the child will be admitted in September 2023. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, as long as the children live at the same address. However, please note that children attending the nursery class or other Early Education or childcare provision attached to the school will not be given priority as sibling links.
- 3. Children with an exceptional medical reason that means they can only attend the specific school** (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.
- 4. Children living nearest to the school** as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates

**Parents and carers should note that the allocation of Reception places does not take into account attendance at any specific nursery class or school. Children in the nursery class of the school will not be given priority nor are they guaranteed a Reception place in the main school.**

### **Additional notes**

- In the event that more than one child has an equal right to an available place the place will be offered based on random allocation.
- Parents/carers have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid.
- When stating your choice of school, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives part of the week between two parents, the child's address should be the address where the child lives (1) during the school week, or (2) with the parent who receives child benefit or where the child is registered with a GP, if there is any dispute.

## Waiting lists

For applications for Reception places, waiting lists will be kept until the end of December 2023 and will then be cleared.

Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received.

From January and then on a termly basis, waiting lists will be cleared and parents will need to re-apply each term if they still want their child to be considered for a place at the school.

## Right of appeal

Parents/carers who are refused a place for their child have a statutory right of appeal to an independent appeals panel. Please contact the School Appeals Team for information (phone 0191 277 7427 or email [schoolappeals@newcastle.gov.uk](mailto:schoolappeals@newcastle.gov.uk) ). Information is also available at [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions)

## Definitions

- A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order**) is an order outlining the arrangements as to the person with whom the child will live.
- A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.

## In Year Admissions

Decisions about in year admissions are now made by us as a school. However, applications for places, during an academic year, must first be submitted directly to the Admissions Department at Newcastle City Council. Once an application is made via the Admissions Department, it is then forwarded on to us at school. If, when an application is received, a place is available and there is no waiting list, a place will be offered immediately. If an application is received and there is no place available, your child will be placed on a waiting list. If a place becomes available whilst your application is on the waiting list, a group of Governors and the Head Teacher will convene an 'Admissions Meeting' to decide who to allocate the place to. The following information will guide their decision making process:

Places will be offered to applicants ranked highest using the criteria set out below.

- **Children who are currently looked after by a local authority (in care) in the UK, children who were previously looked after by a local authority in the UK or who appear to the admissions authority to have been in a state care outside of the UK,** and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
- **Children with an older brother or sister (a sibling)** in attendance at the school at the date of admission. Sibling refers to brother or sister, half brother or sister, adopted

brother or sister, step brother or sister, or the child of the parent or carer's partner where the children live at the same address.

- **Children with a specific medical reason** to go to the school (for example, where the child or one or both parents has a disability that means they can only go to one school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs. This evidence must be submitted with the application. If the required evidence is not provided, the school will be unable to consider giving the child higher priority.
- **Children living nearest to the school** by measurement in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

In the event that more than one child has an equal right to an available place, the place will be offered based on random allocation.

Parents have two weeks to return acceptance for an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required.

### **Objections**

There is a right for people to object about the policies to the Schools Adjudicator (OSA). See the [Schools Adjudicator website](#) for more information on how to do this. Objections for the admissions arrangements for 2023/24 must be made by 15 May 2022.