



# Admissions Policy

## 2023-24

### Key document details

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<b>ITEM 1 – ADMISSION ARRANGEMENTS 2023/24 (Maintained Schools)</b>	
<b>Legislative Requirement</b>	
<b>APPLIES TO</b>	Schools for which Redcar & Cleveland local authority is the admission authority
<b>NOMINATED CONTACT</b>	Chris Sawdon School Admissions Officer
<b>CONTACT DETAILS</b>	<a href="mailto:chris.sawdon@redcar-cleveland.gov.uk">chris.sawdon@redcar-cleveland.gov.uk</a> or telephone 01642 837740

## **1. PURPOSE AND LEGISLATIVE OVERVIEW**

- 1.1 The purpose of this report is to consult with admission authorities, governing boards, other local authorities, the Diocese and parents on the proposed admission arrangements for community primary and secondary schools in Redcar & Cleveland for the school year 2023/24. This does not include schools (Foundation) and Academies which are their own admission authority.
- 1.2 Schools and academies or (Multi Academy Trusts on behalf of their members) which are their own admission authority need only consult every seven years, unless they want to make any change to their admission policy. If they want to make changes then they must consult for the year in which they want to make the change e.g. if they want to make changes for 2023/24 then they must consult for a minimum of six weeks and the consultation must take place between **1<sup>st</sup> October 2021 and 31<sup>st</sup> January 2022**. Where no changes are proposed the policy should still be reviewed each year to reflect the correct dates for the year to which the policy applies. In all cases, and to comply with the School Admissions Code, the admission arrangements must be determined by **28<sup>th</sup> February 2022** and the local authority must be sent a copy of the policy by **15<sup>th</sup> March 2022**.
- 1.3 The current School Admissions Code (the Code) came into force in September 2021 and applies to admissions to all maintained schools and academies. The Code is made under Section 84 of the School Standards and Framework Act

1998 as amended by Section 40 of the Education and Inspections Act 2006. Admission authorities must ensure that their determined admission arrangements for 2023/24 comply with the mandatory provision of the Code. The admission arrangements for Redcar & Cleveland maintained community and voluntary controlled schools, as laid out in this report for 2023/24, are compliant.

1.4 To ensure equity and fair access, the Admissions Code states that in drawing up admission arrangements admission authorities must ensure that the practices and the criteria used to decide on the allocation of school places are:

- clear in the sense of being free from doubt and easily understood;
- objective and based on known facts. Admission authorities and governing bodies must not make subjective decisions or use subjective criteria;
- procedurally fair and equitable for all groups of children and actively promote equity across all social groups and communities;
- enable parents' preferences for the schools of their choice to be met to the maximum extent possible;
- provide parents or carers with easy access to helpful admissions information;
- comply with relevant legislation, including infant class sizes and equal opportunities, which have been determined in accordance with the statutory requirements.

1.5 Elected Members will consider and determine the local authority's admission policy for 2023/24 and the co-ordinated admission arrangements for Redcar & Cleveland. Comments are invited on the issues raised in this paper in order that Members can take account of the views and opinions of consultees. Any responses to the consultation will be included in the final report to Cabinet in January 2022.

## **2. ADMISSION POLICY FOR 2023/24; COMMUNITY AND VOLUNTARY CONTROLLED (VC) SCHOOLS**

2.1 The Local Authority is proposing the below changes to the school admission policy for 2023/24.

- The removal of the words "not living" in the oversubscription criteria (iii) and (iv) in reference to pupils with siblings and pupils with exceptional social/medical reasons. This proposed change would allow pupils with siblings and/or with exceptional social or medical reasons to be given priority in the event of oversubscription within the criteria (ii) Children who are permanently resident in the admission zone defined for the school.
- The local authority has also adopted the definition of Looked After Children criteria as per the new School Admissions Code 2021 which came into force at the start of the 2021-22 Academic year

2.2 Where there are more applications for a school than there are places available, it is proposed that places will be allocated using the over subscription criteria shown in the table below.

## OVER - SUBSCRIPTION CRITERIA – 2023/24

CRITERIA (in priority order)	EXPLANATORY NOTES
<p>i) Looked after children in local authority and previously looked after children.</p>	<p>A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 90 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 the definition in Section 22(1) of the Children Act 1989).</p>
<p>ii) Children who are permanently resident in the admission zone defined for the 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 are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child (if eligible). If neither parent is eligible for child benefit, the address used will be that on the child's medical registration card (proof may be required). 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 local authority will take action should false information be submitted in order to secure a place at a particular school.</p>
<p>(iii) Children not living in the admission zone who have elder brothers or sisters attending the school in the 2023/24 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 2023/24 school year.</p> <p>'Sibling' refers 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 the Authority's professional advisors.</p>	<p>Social reasons generally do not include domestic circumstances such as parents' working commitments, childcare arrangements, or 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>You are strongly urged to provide independent third party information (e.g. from a professional person who knows or is involved with your child) in support of any exceptional long-term medical or social reason why you think your child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the <b>only</b> school which could meet your 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 local authority's professional advisors as to whether or not your application falls into this category.</p>
<p>(v) Children living closest to the school.</p>	<p>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</p>

- 2.3 **Tie-Break:** If it is necessary to distinguish between children within categories (i)-(v), places will be offered using the criteria listed above in priority order and determined by criteria (v) - measurement on a straight line basis using the number and postcode of the house and the postcode of the school.
- 2.4 In the case of a tie break in category (v) the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.
- 2.5 **Late Applications:** Applications received after the closing date will be considered after applications that were received on time unless there was good reason for their lateness. An example of this would be a new family moving to the area after the closing date.
- 2.6 **Waiting List:** Any unsuccessful applicants will be automatically placed on a waiting list and ranked in order as per the oversubscription criteria. Waiting lists will be maintained until the end of the Autumn Term 2023.
- 2.7 **Pupils with Education Health and Care Plan / Statement of Special Educational Needs:** Pupils with either an Education Health and Care Plan or a Statement of Special Educational Needs will be placed in schools by the Special Educational Needs Team.
- 2.8 **Admission of a child outside their normal age group:** Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition parents of a summer born child (born between 1<sup>st</sup> April and 31<sup>st</sup> August) may choose not to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you should make an application for the normal time of entry and then put a request in writing to the School Admissions Team asking to defer the entry date and giving your reasons for the request. The request will be considered in consultation with the school concerned and you will be notified of the outcome of your request. If the request is agreed you should then submit a new application at the time applications are being taken for the new admission date. **Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at the school in that year.**
- 2.9 **Requests for mid-year transfer / in-year school admission:** Applications will be co-ordinated by the Redcar and Cleveland School Admissions Team on behalf of all schools within the Borough. Any requests for transfer should be made to the School Admissions Team on 01642 837740 / 837730.
3. **CO-ORDINATED ADMISSION ARRANGEMENTS AND TIMETABLE – 2023/24**

- 3.1 The local authority is responsible for administering a co-ordinated scheme for its area in relation to all maintained (community, voluntary controlled, voluntary aided and foundation) schools and academies. The purpose of the co-ordinated admission scheme is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one school place on the same day.
- 3.2 The local authority plans to roll forward last year's co-ordinated scheme for 2023/24 apart from date changes for the timetables. A copy of the scheme must be forwarded to the Secretary of State by 15<sup>th</sup> March 2022. Copies can be obtained from the School Admissions Section on request. The draft scheme can also be viewed on the Redcar and Cleveland web-site at [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk).
- 3.3 The timetables for co-ordinated admission arrangements 2023/24 are set out in the tables on the following page:

### **Secondary Schools**

W/C 15 August 2022 22 August 2022	<ul style="list-style-type: none"> <li>• Send out application information.</li> <li>• Online application website opens.</li> </ul>
31 October 2022	<ul style="list-style-type: none"> <li>• Closing date for receipt of online and paper applications.</li> </ul>
18 November 2022	<ul style="list-style-type: none"> <li>• Send supplementary forms to VA schools and preference details to foundation schools and academies.</li> <li>• Send application details for schools in other LAs to those LAs.</li> </ul>
16 January 2023	<ul style="list-style-type: none"> <li>• VA schools, foundation schools and academies to advise LA of pupils who could be offered places.</li> </ul>
W/C 31 January 2023	<ul style="list-style-type: none"> <li>• LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible.</li> <li>• LA to inform other LAs of places to be offered to their residents.</li> </ul>
1 March 2023	<p><b>NATIONAL OFFER DAY</b></p> <ul style="list-style-type: none"> <li>• LA sends letters to all parents informing them of the allocated schools.</li> <li>• LA informs schools of final offers.</li> </ul>
May – July 2023	<ul style="list-style-type: none"> <li>• Appeals to be heard by Independent Panels.</li> </ul>
End of Autumn Term 2023	<ul style="list-style-type: none"> <li>• Admission round ends.</li> <li>• Waiting lists close.</li> </ul>

## Primary Schools

W/C 14 November 2022 21 November 2022	<ul style="list-style-type: none"> <li>• Send out application information.</li> <li>• Online application website opens.</li> </ul>
15 January 2023	<ul style="list-style-type: none"> <li>• Closing date for receipt of online and paper applications.</li> </ul>
3 February 2023	<ul style="list-style-type: none"> <li>• Send supplementary forms to VA schools and preference details to foundation schools and academies.</li> </ul>
By 24 February 2023	<ul style="list-style-type: none"> <li>• VA schools, foundation schools and academies to advise the LA of pupils who could be offered places.</li> <li>• LA draws up lists of pupils who could be offered places in community and voluntary controlled schools.</li> </ul>
By 13 March 2023	<ul style="list-style-type: none"> <li>• LA to exchange offer information with neighbouring LAs.</li> </ul>
By 31 March 2023	<ul style="list-style-type: none"> <li>• The LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible.</li> </ul>
16 April 2023	<ul style="list-style-type: none"> <li>• The LA to send letters to all parents informing them of their allocated schools.</li> <li>• LA to inform schools of allocated pupils.</li> </ul>
June/July 2023	<ul style="list-style-type: none"> <li>• Appeals to be heard by Independent Panels.</li> </ul>
End of Autumn Term 2023	<ul style="list-style-type: none"> <li>• Admission round ends.</li> <li>• Waiting lists close.</li> </ul>

#### **4. ADMISSION NUMBERS**

The table below shows the proposed published admission numbers for community and voluntary controlled schools for which Redcar & Cleveland Local Authority is the Admissions Authority for September 2023 entry. Admission numbers are set with regard to the assessed capacity of schools. However, these numbers may vary dependent upon future plans and developments which impact on the physical capacity of the schools. The indicated admission numbers shown are based on the assessed net capacity of schools at the present time.

<b>Primary Schools</b>	<b>Proposed Admission No. for 2023/24</b>
Hummersea	30
Newcomen	47

#### **5. CONCLUSION**

5.1 The Admissions Code underpins the Government's aim to create a school system shaped by parents which delivers excellence and equity, developing the talents and potential of every child, regardless of their background; a system where all parents feel they have the same opportunities to apply for the school they want.

- 5.2 The Code states: 'A fair system needs to provide parents with access to good information about admissions in order to support those parents who find it hardest to understand the system.'
- 5.3 Within Redcar & Cleveland we aim to ensure that the admission arrangements comply with the School Admissions Code of Practice and offer fair access to all schools to all pupils in the Borough.

## **6. RECOMMENDATIONS**

- 6.1 Governing boards and other consultees are invited to comment on the following points:
- (i) The proposed admission policy for community and voluntary controlled schools for 2023/24.
  - (ii) The proposed admission numbers for community and voluntary controlled schools for 2023/24.
  - (iii) The proposed scheme for co-ordinated admissions for all primary and secondary schools and academies for 2022/23.
- 6.2 Any comments about the above items should be forwarded to Chris Sawdon, in the School Admissions Team at Redcar & Cleveland Borough Council, Education Services, Inspire 2 Learn, c/o Redcar and Cleveland House, Kirkleatham Street, Redcar, TS10 1RT by **18<sup>th</sup> November 2021**.

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**ITEM 2 – ADMISSION ARRANGEMENTS 2023/24**  
**Foundation Schools and Academies**

**Legislative Requirement**

<b>APPLIES TO</b>	Academies and foundation schools for which the governing board/academy trust is the admission authority
<b>NOMINATED CONTACT</b>	Chris Sawdon School Admissions Officer
<b>CONTACT DETAILS</b>	<a href="mailto:chris.sawdon@redcar-cleveland.gov.uk">chris.sawdon@redcar-cleveland.gov.uk</a> or telephone 01642 837740

**1. PURPOSE AND LEGISLATIVE OVERVIEW**

- 1.1 The School Admission Code requires all schools and academies which are their own admission authority (Foundation Schools, Aided Schools, Academies etc.) to determine their admissions policy for 2023/24 **by 28th February 2022** and send a copy to the local authority by 15th March 2022.
- 1.2 Schools and academies which are their own admission authority need only consult every seven years, unless they want to make any change to their admission policy. If they want to make changes then they must consult for the year in which they want to make the change e.g. if they want to make changes for 2023/24 then they must consult for a minimum of six weeks and the consultation must take place between 1<sup>st</sup> October 2021 and 31<sup>st</sup> January 2022. Where no changes are proposed the policy should still be reviewed each year to reflect the correct dates for the year to which the policy applies. In all cases and, to comply with the School Admissions Code, the admission arrangements must be determined by 28<sup>th</sup> February 2022 and the local authority must be sent a copy of the policy by 15<sup>th</sup> March 2022.
- 1.3 As part of determining their admission arrangements, all admission authorities must set an admission number for each 'relevant age group' – known as the Published Admission Number (PAN). The relevant age group is the age group at which pupils are or will normally be admitted to the school e.g. reception, year 7 and year 12 where the school admits external applicants to the sixth form.
- 1.4 Admission authorities are not required to consult on their PAN where they propose either to increase or keep the same PAN. However, any increase to a school's PAN must be notified to the local authority. Where a decrease to the PAN is proposed the admission authority must consult in accordance with paragraph 1.2 above.

- 1.5 Parents have the right to appeal against an admission authority's decision to refuse admission. The admission authority must set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. Academy trusts and governing boards of maintained foundation schools must ensure that arrangements are in place to establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child. It is worth noting that the local authority can support in arranging a panel, by prior arrangement.
- 1.6 The local authority proposes to continue to administer the co-ordinated admissions arrangements for all schools and academies in the Redcar & Cleveland area.

## **2. RECOMMENDED ACTION**

- 2.1 Governing boards which are the admission authority should review admission arrangements to ensure they remain fit for purpose and that dates reflect the correct dates for the year to which the policy applies.
- 2.2 Where changes are proposed to admission arrangements, including a reduction to the PAN, the admission authority must first publicly consult on those arrangements with relevant stakeholders:
- a) parents of children between the ages of two and eighteen;
  - b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
  - c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
  - d) whichever of the governing body and the local authority who are not the admission authority;
  - e) any adjoining neighbouring local authorities where the admission authority is the local authority; and
  - f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.
- 2.3 For the duration of the consultation period, the admission authority must publish a copy of their full proposed admission arrangements, including the proposed PAN, on their website together with details of the person within the admission authority to whom comments may be sent and the areas on which comments are not sought. A copy of the proposed admission arrangements must also be sent on request to any of the persons or bodies listed above inviting comment. Failure to consult effectively may be grounds for subsequent complaints and appeals.
- 2.4 **Admission arrangements must be determined no later than 28th February 2022 and the local authority must be sent a copy of the policy by 15th March 2022. Please forward the agreed policy to Chris Sawdon, in the School**

**Admissions Team at Redcar & Cleveland Borough Council, Education Services or email at [schools\\_admissions@redcar-cleveland.gov.uk](mailto:schools_admissions@redcar-cleveland.gov.uk)**

- 2.5 Governing boards and Academy Trusts should decide on arrangements for managing any appeals against a decision to refuse a place. Where it is agreed that support can be procured through the local authority please notify Chris Sawdon, in the School Admissions Team (contact details above).