



# **Cramlington Village Primary School**

## **Admissions Policy 2023-24**



## “Empowering everyone to achieve”

<b>Policy Title</b>	Admissions Policy 2023-2024
<b>Policies that interrelate</b>	Nursery Admissions Policy
<b>Legal and Statutory documents linked</b>	The School Admissions Code and Admissions Law
<b>Trustee Committee responsibility</b>	Education
<b>Date of last review</b>	February 2022
<b>Reviewer name and position</b>	Angela Hall, Admin and Marketing Manager
<b>Date of next review</b>	February 2023
<b>Date approved by Trustee Board</b>	01 February 2022
<b>Audit file updated (date and name)</b>	03 February 2022 - Angela Hall



The Admission arrangements of Cramlington Village Primary School fully comply with the School Admissions Code and Admissions Law. The school is open to anyone and is non-selective.

1. Cramlington Village Primary School (CVPS) has an agreed admission number of 30 pupils per year.
2. Responsibility for the admissions of pupils rests with the Trustee Board of the school.
3. All applications for places at CVPS will be considered in accordance with the arrangements set out below.

### **Admission to Reception in September 2023**

#### **Agreed admissions number**

The school will admit 30 pupils to its reception class for the academic year 2023-2024.

#### **Application form**

For admissions for the academic year 2023-2024, admissions arrangements are coordinated by Northumberland County Council, the Local Authority.

As part of the process managed by the Local Authority, it is accepted that applications submitted after the closing date will be considered after all other applications that have been received on time. Late applications to the Local Authority will only be considered if there is written evidence of exceptional medical, pastoral or compassionate grounds for the lateness of the application.

#### **Verification of information**

A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address where the child has been registered at an NHS doctor will be taken as the permanent address. The Governing Body also reserves the right to seek verification from the Local Authority in which the applicant is resident.

Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to CVPS, the offer of a place will be withdrawn. There is a right of appeal against this using the procedure listed herein.



### **Offers of places**

Applicants to whom places are offered will be required to inform the Trustee Board of their decision whether to accept or reject the offer by the date given in the letter of offer.

### **Appeal procedure**

Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an Independent Appeal Panel, set up in accordance with the statutory provisions in force at the time.

The appeal panel will be independent of Cramlington Village Primary School. The determination of the Appeal Panel is binding on all parties. The school shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The school may, if it chooses, enter into an agreement with the Local Authority or any other organisation to recruit, train and appoint Appeal Panel members and to arrange for the process to be independently administered and clerked. Full details will be sent to parents with their decision letters.

### **Reserve list**

In addition to the right to appeal, unsuccessful applicants will be offered an opportunity to be placed on the reserve list. The order of the reserve list will be determined in accordance with the order determined by the over-subscription criteria.

The reserve list will be maintained until 31st August 2023.

Vacancies arising between the offer day and the 31st August 2023 will in the first instance be offered to applicants on the reserve list.

### **Waiting lists**

On 1st September 2023 applications on the reserve list will be placed on the waiting list. All applications on the waiting list will be considered for any vacancies occurring during the period between 1st September and 31st December 2023 in accordance with the admission criteria set out below under in-year or casual admissions.



## **Children with Education and Health Care Plans**

Cramlington Village Primary School will admit any pupil whose plan names Cramlington Village Primary School and for whom the school has agreed to be named in the plan.

## **Oversubscription criteria**

If there are more applicants than places, places will be offered in accordance with the following criteria in order of priority:

1. Looked After Children. Children who are looked after, or who have been previously looked after, by a Local Authority in accordance with Section 22 of the Children Act 1989 at the date the relevant application for admission is made, and who the Local Authority has confirmed will continue to be looked after by it in accordance with the said section at the time they are admitted to the school.
2. Pupils with exceptional medical or exceptional social needs (evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker). Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by Cramlington Village Primary School. The definition of what constitutes medical or social needs for this purpose will be set out in the school's prospectus.
3. Pupils whose parents are regarded as 'founding members' and who continue to be actively involved in the leadership of the school at the start of term in September 2023.
4. Pupils who, on the date of admission, will have a sibling already enrolled in the school. (For the purpose of admission siblings are deemed to be brothers and sisters, stepbrothers and stepsisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings)
5. Priority for 5 of the remaining places per class, will be given to children who are entitled to free school meals at the time of application and who have successfully applied to the Local Authority and who have received written confirmation of their child's entitlement to free school meals. This amounts to 16% of the overall intake per class, in line with the average for the town. These places will be awarded by random allocation at a meeting monitored by an independent adjudicator.



6. After places have been filled using the criteria above any remaining places will be awarded by random allocation to pupils within a 10-mile radius of the school entrance doors at a meeting monitored by an independent adjudicator.
7. Where applications are received from twins, triplets or same-year siblings, the following procedure will be followed. If one child is selected for a place the twin/triplet/same-year sibling will automatically be selected. If school places are oversubscribed the family name will be entered into the list available for random allocation rather than individual children's names because when one child is allocated a place it automatically secures a place for the other child(ren).

### **Other admissions (in-year or casual admissions)**

Applications for vacancies that arise outside the normal annual admission round for Reception class intakes will be considered at any time during the year. Information and application forms may be obtained from the school. Where there is more than one application for a vacant place, received on the same day, the offer of a place will be determined in accordance with the listed oversubscription criteria below:

1. Children with Educational Health Care Plans in which Cramlington Village Primary School is named in the plan.
2. Looked After Children. Children who are looked after by a Local Authority in accordance with Section 22 of the Children Act 1989 at the date the relevant application for admission is made, and who the Local Authority has confirmed will continue to be looked after by it in accordance with the said section at the time they are admitted to the school.
3. Pupils with exceptional medical or exceptional social need (evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker). Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by Cramlington Village Primary School. The definition of what constitutes medical or social needs for this purpose will be set out in the school's prospectus.
4. Pupils who on the date of admission, have a sibling already enrolled in the school. (For the purpose of admission siblings are deemed to be brothers and sisters, stepbrothers and stepsisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings)



5. Pupils whose parents are regarded as ‘founding members’ and who continue to be actively involved in the leadership of the school at the start of term in September 2023.
6. Pupils who, on the date of admission, will have a sibling already enrolled in the school. (For the purpose of admission siblings are deemed to be brothers and sisters, step-brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings)
7. Those who are placed on the waiting list will be contacted and all those who are still interested in a place will be pooled and places will be awarded by random allocation at a meeting monitored by an independent adjudicator.
8. Where applications are received from twins, triplets or same-year siblings, the following procedure will be followed. If one child is selected for a place the twin/triplet/same-year sibling will automatically be selected. If school places are oversubscribed the family name will be entered into the list available for random allocation rather than individual children’s names because when one child is allocated a place it automatically secures a place for the other child(ren).

CVPS may refuse admission to applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. CVPS will consult and co-ordinate its arrangements, including the rapid re-integration of children who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with local in-year fair access protocols for securing school places for unplaced children.

## Notes

- Within each criteria above, if there are more people applying than there are places available, we will apply the oversubscription criteria with the following notes:
- We define brother or sister as follows:
  1. A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of people who are living at the same address as a family. **(In all cases, the**



**parent who receives the Child Benefit for those children must permanently live at that address with the children.)**

2. We will consider brothers or sisters who live in separate households because the parents are separated and have shared responsibility for the children under conditions covering exceptional circumstances.
  3. For twins, triplets and so on admissions policy as for reception places will apply
  4. If there are other family situations where there are different carers, e.g., aunts, uncles or grandparents, each individual case will be considered.
- The allocation and acceptance of a place within our Nursery does not guarantee that a place will be offered for Reception. A separate admission application process applies to Nursery admissions as listed separately in this admissions policy. Details can be obtained from the school or the Local Authority.

More detailed definitions about these criteria e.g. sibling, distance etc, can be found in the School's admissions policy at the start of this document.







## CRAMLINGTON VILLAGE PRIMARY SCHOOL

### PROCESS TO APPLY FOR SUMMER BORN CHILD TO START RECEPTION AGED 5

#### Overview

- Children usually start school in the September following their 4<sup>th</sup> birthday. All children are entitled to a full time school place from this point.
- However, a parent does not have to send their child to school until they reach compulsory school age. A child will reach compulsory school age on a prescribed day on or after their 5<sup>th</sup> birthday. They must receive full time education from this point.
- This means that children born from 1 April to 31 August - summer born children – do not need to start school until the September after their 5<sup>th</sup> birthday, a full year after they could first have started school.
- Parents can decide to defer the date their child starts full-time education to later on in the school year as outlined in paragraph 2.17<sup>56</sup> of the School Admissions Code. But a child that turns 5 between:
  - 1 September and 31 December must be in school from the beginning of the spring term
  - 1 January and 31 March must be in school from the start of the summer term
  - 1 April and 31 August (summer-born) must be in school from the start of the autumn term
- School admission authorities are responsible for deciding whether to admit a child outside their normal age group. They must make this decision in the child's best interests. The views of the Principal will be an important part of this consideration.
- Parents who are considering delaying their summer born child's admission to school should seek advice from the schools they might like their child to attend, and from any professionals involved in the care of their child, so that they are able to make an informed decision.



- There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group. That decision is for the admission authority.

**When should parents make a request for admittance outside the normal age group?**

Parents should know the outcome of their request for admission out of the normal age group in time to make an informed decision about whether their child will start school before compulsory school age.

In accordance with DfE guidance CVPS:

- requires the parent to make an application for their child’s normal age group at the usual time, but enables them to submit a request for admission outside the normal age group at the same time
- ensures that the parent receives the response to their request before primary national offer day.

**If a parent is considering delaying a child’s start date, the Principal requests that they read Summer Born Children Starting School: Advice for Parents**

**For your information:**

<b>Deferred entry</b>	This refers to a situation where a child secures a school place in his or her normal age group but does not take up that place until later in that school year.
<b>Delayed entry</b>	This term describes a summer born child who starts school at compulsory school age (5), whether this is in Year 1 or reception.
<b>Normal year Group</b>	The phrase ‘normal year group’ means the year group a child would have been in had they entered school in the September following their 4 <sup>th</sup> birthday.
<b>Admission Authority</b>	Governing Body of Cramlington Village Primary School (CVPS)
<b><u>The School Admissions Code</u></b>	Refer to: <ul style="list-style-type: none"> <li>• 2.17(56) for Admission of children below CSA and deferred entry to school.</li> <li>• 2.18 for Admission of children outside their normal age group.</li> </ul>
<b>CSA</b>	Compulsory School Age



## **Delaying your child's admission to school until the September after their 5<sup>th</sup> birthday**

If you decide to delay your summer born child's school start until the September following their 5<sup>th</sup> birthday, you have 2 options:

1. Make an in year application for a place for the September following their 5<sup>th</sup> birthday. They will begin school in year 1, as the other children in their age group will be moving from reception to year 1 at this point. Talk to your local authority's school admissions team about when it would be best to make such an application. It is important to remember that some schools are likely to be full at this point, and unable to offer you a place. Schools are unable to 'hold' a place for your child from the previous year. Consider, also, the potential impact of missing the reception year with its focus on phonics and early arithmetic.
2. If you do not want your child to miss reception year, you may request that they are admitted out of their normal age group, to reception instead of year 1, in the September following their 5<sup>th</sup> birthday. This application is best made when you would normally be expected to apply for your child's place at primary school (i.e. before 15 January deadline after your summer born child turns 3).

## **Process to apply for summer born child to start reception aged 5**

1. Parent(s) should contact / visit the school(s) that they are thinking of applying for in the first instance to discuss delayed entry.
2. Parent(s) discuss support available from schools with head teachers/principals. School(s) will explain how reception class is tailored to meet the needs of the youngest children and outline other support that is available. They may also be able to allay any concerns the parent may have about their child's readiness for school or help a parent consider whether a child needs more time to develop before starting school.
3. When Parent(s) submit their 'common application\* form' to the Local Authority for a place in Reception, they should also submit a request for admission outside of the normal year group to Northumberland School Admissions Team, County Hall, Morpeth, NE61 2EF along with any supporting evidence (parents should contact the admissions team for the relevant form).
4. Supporting Evidence: To support their request parents should provide information about their child and why they think they should be educated out of their normal age



group. This will help the admission authority to make a decision about in which year group a child should be educated. Parent(s) should also provide evidence to support their request, if it is possible to do so. However, parent(s) are not expected to provide evidence they do not already have – refer to **Summer Born Children Starting School: Advice for Parents** for guidance on information to provide about your child and why you think they should be educated out of their normal age group.

- The application\* window for Reception places starts in the first week of November and closes on or around 15th January. Places are usually offered (Offers Day) on or around 16th April each year.
  - You will normally be expected to make your request alongside an application for your child to be admitted to reception class at age of 4. This is so, if your request is refused, you still have the option of sending your child to school at age 4, if you wish, so they do not miss the reception year.
5. Admission authority decides whether to admit outside normal age group. Refer to **Summer Born Children Starting School: Advice for Parents** for factors the admissions authority will take into account in making its decision. These will include the child's individual needs and abilities and whether these can best be met in reception or year 1. In effect, this means that the authority will make a decision about whether it would be in the child's best interest to miss the reception year. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The views of the Principal will be an important part of this consideration
6. **The admission authority's decision**

When it receives your request, the admission authority is required to make a decision on the basis of the circumstances of the case and in your child's best interests.

When it has made a decision, the admission authority must provide you with the reasons for that decision in writing.

7. If the request is **approved**:
- The admissions authority notifies the parent.
  - The parent withdraws their application for a reception place for this year.



- The parent applies for a reception place the following year.
- This does not mean your child has been, or will be, offered a place in the reception year at your chosen school. It means that you will need to withdraw the admissions application for a place in the normal year group (the application for a place to start reception age 4) and you will then be able to apply for a place in reception along with other parents applying for a reception place in the following admissions year i.e. by 15 January. It remains possible that your child could be refused a place if there have been more applications received than there are places available at the school, and other applicants have been ranked higher based on the school's oversubscription criteria.
- This decision does not bind any other admission authorities and so the parent will need to apply separately for education out of year group to any other schools.
- The parent will need to re-apply for education out of year group ahead of moving to a new school, for example transition to separate junior, middle or secondary schools. The parent should be advised to begin conversations with these schools early and to apply for outside year group education when the child's original year group would be applying to transition to a new school.

8. If the request is **refused**:

- Admission authority notifies parent and provides reasons for rejection and provides guidance on next steps.
- Offers will be made in the usual way on 16 April for schooling in the child's normal year group.
- The parent is not required to send their child to school until the child reaches compulsory school age.
- It is then for the parent to confirm/decline this offer and if accepting the offer, to discuss any further arrangements with the school concerned (such as part time attendance) if the parent decides to send their child to school and not delay.



- parent decides whether to accept reception place this year, or delay child's start until following September and apply for a Year 1 place that year
- parent rejects offer of reception place - child does not attend school this year and parent must apply for a Year 1 place.
- parent accepts reception place for this year - child starts school in reception.

## **FURTHER INFORMATION**

### **Children born prematurely**

Not all children born prematurely will have significant developmental delay but some children born prematurely have social, emotional, physical and intellectual development behind that of their peers. Some children may also have additional health problems associated with their prematurity. Where parents of children born prematurely are considering deferring their start at school, parents are advised to discuss the options with your child's specialists.

In addition, as a consequence of being born before their due date, a child may fall into a different age group than if they had been born at full term. When considering the circumstances of the case, admission authorities should take account of the age group into which the child would have fallen if born at full term.

### **Government funded childcare**

If you delay your summer born child's start to school by a year, they will be eligible for government-funded childcare until they start school. More information is provided [here](#).

### **Moving children to their normal age group**

Once a child has been admitted to a school it is for the headteacher / principal to decide how best to educate them. In some cases, it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not. Any decision to move a child to a different age group should be based on sound educational reasons and made by the headteacher / principal in consultation with the parents. In some primary schools, of course, children are educated in mixed age classes.



## **Complaints**

If you are unhappy with the admission authority's decision to refuse your child a place out of their normal age group you should complain directly to them, in the first instance. Parents whose request for delayed entry is refused have no statutory right to appeal this decision. (The purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.)

If you remain unhappy once you have exhausted the admission authority's complaints procedure, you may then refer a complaint to the Education and Skills Funding Agency.

### **Extract from DfE Commitment to amend the School Admissions Code**

In September 2015, the DfE committed to amend the School Admissions Code ('the Code') so that summer born children can automatically be admitted to a reception class at the age of five where that is what their parents want and can remain with the cohort with which they are admitted throughout their education. The DfE remains committed to making that change when a legislative opportunity is available.

The DfE does not intend it to become the norm for summer born children to start school at age 5. Whatever the school starting age, there will always be children who are the youngest in their age group, and most children thrive when admitted to school at age 4. Evidence shows that the youngest children make the fastest progress and that the majority meet the required standard.

A decision to delay a child's admission to school will affect them for the remainder of their education. Parents should think very carefully before deciding what would be best for their child and be open-minded to the views of the school and head teacher / principal.

The DfE does not anticipate that, as a general rule, children will need to delay their admission to school purely as a consequence of the coronavirus (COVID-19) outbreak. Schools will be planning carefully to take the impact of the outbreak into account in their teaching and their support for children.

Where parents genuinely believe that delaying admission is right for their child, the DfE expects admission authorities to give careful consideration to the age group in which the child's needs can best be met, and to make sure they get the process right.





Reference to:

- The School Admissions Code
- Summer-Born Children – Starting School: Advice for parents
- Admission of summer-born children: advice for local authorities and school admission authorities