

# HEIGHINGTON CE PRIMARY SCHOOL



*Celebrating 'Life in all its Fullness' (John 10:10)*

## **Admissions Policy for 2025/26**



### **Distance Tie Breaker**

Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the closest distance from the school to the child's normal home address (*see explanatory note 5*), measured from the front door of the home address (including flats) to the main school gate, by the shortest walking route (*See explanatory note 6*).

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. Applications must be made directly to Darlington Borough Council. Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria above), a place will be offered.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Waiting List**

If you are unable to gain a place initially then your child's name can be added to a waiting list for at least one term. This list will be administered in line with the admissions criteria and does not depend on the date an application is received. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Waiting lists will be maintained until 31 December of the admission year.

### **Fair Access**

The school participates in Darlington Borough Council's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Late Applications for Admission**

Applications received after the published closing date will be considered after all applications received on time have been processed.

### **Appeals**

If you are not successful in obtaining a place for your child at our school, you have a statutory right of appeal. Further details are available from the school, Local Authority or the Chair of Academy Council in the first instance.

### **Fraudulent Applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the area which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Admission of children below compulsory age range and deferred entry to school**

The School Admissions Code 2021 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not legally 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 and the child's parents are entitled to:-

- defer the date their child is admitted to the school until later in the 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 it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

If parents wish to exercise the above rights they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows: -

- that they wish their child to attend 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 provided this is not beyond the beginning of the final term of the school year.

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

### **Requests for admission outside of normal age range**

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 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 the request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (this 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.

Requests from parents for places outside a normal age group will be considered carefully, eg for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The Academy Council may ask relevant professions for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age range is offered then there is not right of appeal.

### ***Explanatory notes***

#### **Note 1: Looked After children**

This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989 at the time the application for admission to the school is made, and whom the Local Authority can confirm will still be looked after at the time of admission to the school. Looked after children and children who were previously looked after, but ceased to be so because immediately after being looked after they were then adopted [or became subject to a child arrangements order or special guardianship order] also come under this category. An 'adoption order' is defined as an order made under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is defined as an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989 as amended. A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians under the Children Act 1989. 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).

#### **Note 2: Children previously in state care outside of England**

This refers to children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted. 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.

### **Note 3: Medical Criterion**

If a parent states a preference for this school and indicates their reason for doing so is 'medical', then they will be required to send a supporting letter from a professional health care practitioner. The supporting evidence should set out the particular reasons why the preferred school is the most suitable and why other schools could not provide the appropriate support for the child. Where further information is sought by the academy council to understand how the child's condition may affect their admission into school, permission will be sought from the child's parent.

### **Note 4: Sibling Links**

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 permanently living in the same family unit at the same normal home address as that sibling. Please note –this criteria only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school.

Multiple Births - In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups.

### **Note 5: Normal Home Address**

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Note 6: The shortest walking route will be based on the home address of the child measured using the Local Authority's Geographical Information System. The Local Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmaced). However, for some applications the authority recognises that the shortest route may not be a safe\* route to walk in its entirety but may be a combination of both the shortest safest\* walking route and a road route which will determine the basis of the measurement.)