

Admission to Secondary Schools

Information for parents 2025–2026

Apply online at: www.sunderland.gov.uk/admissionsonline

Closing date: 31 October 2024

**Sunderland
City Council**

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This information can be made available in large print, Braille, audio and other languages.

Please contact the School Admissions Team on 0191 561 1425
or email: school.admissions@sunderland.gov.uk for help

Please note that the information provided in this booklet is correct at the time of going to print.

Children/young people with special educational needs

Many children have special educational needs at some point. Most of these children have their needs met in school through SEN support as part of a graduated response - assess, plan, do, review. The processes and procedures described throughout this booklet apply to these children as well as those without special educational needs.

For those children with significant special educational needs, the process of assessing those needs changed from 1 September 2014, as a result of Part 3 of the Children & Families Act 2014.

As part of the Reform, the Local Authority will publish a 'Local Offer' which will set out in one place and publish clear, comprehensive and accessible information on a website about provision they expect to be available across education, health and social care for your child or young person. There is a requirement for each school or educational setting to also publish on their website an SEN information report, detailing how they will meet the needs of children and young people with special educational needs and/or a disability.

If your child or young person has an Education, Health and Care Plan there will have been an annual review meeting held when your child was in Year 5, which will have made a recommendation about the type of secondary school that will be appropriate. You **must** either apply online or request an application form to ensure that the Local Authority is aware of your school preference.

In the year that your child or young person is due to transfer school, the Local Authority will issue an Education, Health and Care Plan by 15 February in that year. As far as is practicable, and appropriate to your child or young person's special educational needs, the Local Authority will try to meet your preference regarding placement but this may not always be possible. However, this early notification will enable you to approach the Information, Advice & Support Service, use the mediation service that is available, or go through the appeal process, if necessary, so that a final decision regarding placement can be made at an early stage. Any appeal for a child or young person with a Education, Health and Care Plan will be to the Special Educational Needs and Disability Tribunal Service, rather than through the normal admissions appeal procedure. Details of how to contact the Information, Advice & Support Service, the mediation service or the appeal will be provided when you are sent the Education, Health and Care Plan.

Introduction

Choosing a school for your child is one of the most important decisions you will make as a parent/carer. The Local Authority (LA) provides places at all community schools and is there to help parents understand and be successful in the process.

This booklet provides important information about the transfer of your child from junior/primary to secondary school. There is also a copy of the timetable for the process, which you may find useful to refer to (page 8).

The information provided was correct at the time of publication, but there may be changes affecting arrangements before and during the 2025–2026 school year.

If, after reading this booklet, you have any further questions about admission arrangements please contact:

Sunderland City Council School Admissions Team

Tel: 0191 520 5553

E-mail: school.admissions@sunderland.gov.uk

Counter fraud work

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the application for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes.

General Data Protection Regulation and Data Protection Act 2018

Sunderland City Council takes the security of your personal information seriously. We have internal policies and technological and organisational measures in place to ensure that your data is processed in line with the requirements of the General Data Protection Regulation and Data Protection Act 2018. To find out how we process and use your information, please review our Privacy Notice at <https://www.sunderland.gov.uk/article/15536/Privacy-notices>

Explanation of terms used in this booklet

Please note that all definitions are as detailed below, unless individual school's admission arrangements are different. If this is the case, the definition will be explained within the school's admission criteria.

Academy - an all ability school with sponsorship from business, faith or voluntary groups. The Trust Board/Governing Body set the criteria and are responsible for admissions.

Admission criteria - the conditions of admission agreed by the Council's Cabinet (in the case of community schools) or by the Governing Body/Trust Board (in the case of Voluntary Aided Schools and Academies).

All-age school - a school for children aged 4+ to 16+ (18+ in the case of Christ's College).

Authority/LA - the Local Authority of the City Council, responsible for pupil places and admissions.

Community school - a school where the LA is responsible for admissions and setting the criteria.

Cluster - a group of junior/primary schools linked to a particular secondary school.

DFE - The Government's Department for Education.

Looked-after child or Cared for child - a child who is looked after by a Local Authority in accordance with Section 22 of the Children Act 1989(b).

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **residence order** is an order outlining the arrangements as to the person with whom the child will live under Section 8 of the Children Act 1989.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A Children Act 1989)

Over-subscribed - where there are more requests for admission to a year group in a school than there are places available.

Parent/Carer - a person who can exercise parental responsibility as defined under the 1989 Childrens Act.

Preference - the legal right of parents to state the school they would prefer their child to attend.

Published Admission Number (PAN) - the maximum number of pupils to be admitted into a particular year group.

Secondary school - comprehensive school for children aged 11 years and over.

Sibling link - an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.

Voluntary Aided school (VA) - a school where the Governing Body set the criteria and is responsible for admissions.

Top tips for applying for a school place

DO read the information in this booklet very carefully before completing your application.

DO contact the School Admissions Team if there is anything in the booklet that you do not understand.

DO apply for more than one school on your application. This will not reduce your chances of being offered a place at your first preference school.

DO complete an application even if your child is attending a cluster primary school.

DO complete an application even if you have an older child already attending the school.

DO apply online, if at all possible. As once your application has been submitted, you will receive an acknowledgement by return. **You must remember your username and password to log back into your application and confirm whether a place has been offered.**

OR

DO hand deliver your application to the office at your child's current school (if it is within Sunderland Local Authority) and a receipt will be issued. If you are not given a receipt, please ask for one as this is your proof that it has been handed in.

OR

DO email or post your application to the School Admissions Team. Please ensure that, you use the correct postage for the size and weight of the envelope.

DO ensure that your application is submitted by the end of the preference period.

DO complete the relevant part of the application, if you are applying for a place at a Roman Catholic school.

DON'T apply to Sunderland City Council if you live outside of Sunderland, even if the school(s) that you are applying to is/are in Sunderland. You must apply to your 'home' Local Authority.

DON'T leave the responsibility of submitting this application to your child.

DON'T hesitate to contact the School Admissions Team, if you need any help with your application.

Admissions timetable

If your child has an Education, Health and Care Plan the timetable will be different. Please refer to page 2 for more information.

9 September 2024	Preference period begins and parents should have received their information pack
31 October 2024	Preference period ends - preferences received after this date will be considered after those received on time
3 March 2025	Parents/carers will be able to log into their application to confirm where a place has been offered, if they applied online Letters will only be posted where a paper application is received or it has not been possible to offer a place at a preferred school. Details of how to appeal will be explained in this letter
21 March 2025	Acceptance should be received by this date
24 March 2025	First reallocation of places begins
4 April 2025	Appeal forms must be returned by this date
May–July 2025	Appeals held - parents will be notified of the outcome within five working days of the hearing
May–August 2025	Reallocation of places
31 December 2025	Waiting lists cease to operate

What kind of secondary schools are there in Sunderland?

There are four different types of secondary schools serving approximately 14,500 pupils:

Three Voluntary Aided (Roman Catholic) Academies

The governing body for each school sets the admission criteria and allocates places. St Anthony's Girls' Catholic Academy provides for girls aged 11–18, St Aidan's Catholic Academy provides for boys aged 11–18 and St Robert of Newminster RC School provides for both boys and girls aged 11–18. All schools are comprehensive, which means that children can be admitted regardless of aptitude or ability.

One Voluntary Aided (Church of England) Academy

The governing body sets the admission criteria and allocates places. The Venerable Bede Church of England Academy provides for both boys and girls aged 11–16. The school is comprehensive, which means that children can be admitted regardless of aptitude or ability.

18 Academies (includes Four Voluntary Aided Schools)

Academy 360 and Christ's College provides for girls and boys ages 4–16. Biddick Academy, Castle View Enterprise Academy, Farringdon Community Academy, Hetton Academy, Kepier Academy, Monkwearmouth Academy, Oxclose Community Academy, Red House Academy, Sandhill View Academy, Southmoor Academy, Thornhill Academy and Washington Academy provide for girls and boys aged 11–16. The Trust Boards set the admission criteria and allocate places. All of the Academies are comprehensive, which means that children can be admitted regardless of aptitude or ability.

Four Special schools

The LA is responsible for admissions, determined by the individual child's Education, Health and Care. (For more information see page 2)

Additional information about Church of England schools in the Diocese of Durham can be obtained from:

<https://durhamdiocese.org>

Durham Board of Education, Cuthbert House, Stonebridge, Durham DH1 3RY
diocesan.office@durham.anglican.org

Additional information about Roman Catholic Schools in the Diocese of Hexham & Newcastle can be obtained from:

<https://diocesehn.org.uk>

Diocesan Education Service, St Vincent's Diocesan Offices, St Cuthbert's House,
West Road, Newcastle upon Tyne NE15 7PY
education@diocesehn.org.uk

Secondary published admission numbers for September 2025

School	Address and phone number	Pupil age range	Type of School	PAN 2025
Academy 360	Portsmouth Road, Sunderland SR4 9BA Tel: 300 6506 http://academy360.laidlawschoolstrust.com	4–16	Academy	120 for Y7 & 60 for Reception
Biddick Academy	Biddick Lane, Washington NE38 8AL Tel: 511 1600 www.biddickacademy.com	11–16	Academy	224
Castle View Enterprise Academy	Cartwright Road Sunderland SR5 3DX Tel: 594 6330 http://castleviewenterpriseacademy.co.uk	11–16	Academy	210
Christ's College	Pennywell Road, Sunderland SR4 8PG Tel: 534 4444 www.christscollege.org.uk	4–16	Academy	90 for Y7 & 60 for Reception
Farringdon Community Academy	Allendale Road, Sunderland SR3 3EL Tel: 917 1500 www.farringdonschool.co.uk	11–16	Academy	210
Hetton Academy	North Road, Hetton-le-Hole DH5 9JZ Tel: 562 3322 https://hta.northerneducationtrust.org	11–16	Academy	180
Kepier Academy	Dairy Lane, Houghton-le-Spring DH4 5BH Tel: 512 8960 https://kepier.com	11–16	Academy	240
Monkwearmouth Academy	Torver Crescent, Sunderland SR6 8LG Tel: 917 2300 https://www.mwa.tynecoast.academy	11–16	Academy	180
Oxclose Community Academy	Dilston Close, Washington NE38 0LN Tel: 419 5120 www.oxclose.net	11–16	Academy	210

School	Address and phone number	Pupil age range	Type of School	PAN 2025
Red House Academy	Rutherghlen Road, Sunderland SR5 5LN Tel: 511 1930 https://rha.northerneducationtrust.org	11–16	Academy	120
Sandhill View Academy	Grindon Lane, Sunderland SR3 4EN Tel: 594 9992 https://www.sandhillview.com	11–16	Academy	150
Southmoor Academy	Ryhope Road, Sunderland SR2 7TF Tel: 594 9991 www.southmoorschool.co.uk	11–18	Academy	240
St Aidan's Catholic Academy	Willow Bank, Road Sunderland SR2 7HJ Tel: 520 0333 https://staidanscatholicacademy.co.uk	11–18	Voluntary Aided Academy	180
St Anthony's Girls' Catholic Academy	Thornhill Terrace, Sunderland SR2 7JN Tel: 565 8904 https://st-anthonys-academy.com	11–18	Voluntary Aided Academy	210
St Robert of Newminster Catholic School & Sixth Form College	Biddick Lane, Washington NE38 8AF Tel: 716 1700 https://www.strobertofnewminster.co.uk	11–18	Academy	210
Thornhill Academy	Thornholme Road, Sunderland SR2 7NA Tel: 500 7981 https://www.thornhillschool.org.uk	11–16	Academy	210
Venerable Bede Church of England Academy	Tunstall Bank, Sunderland SR2 0SX Tel: 523 9745 https://www.venerablebede.co.uk	11–16	Voluntary Aided Academy	180
Washington Academy	Spout Lane, Washington NE37 2AA Tel: 580 4956 https://www.washingtonacademy.co.uk	11–16	Academy	180

Open evenings for prospective Y7 pupils

School	Date	Time
Academy 360	Thursday 3 October 2024	5.30–8pm
Biddick Academy	Wednesday 25 September 2024	6–8pm
Castle View Enterprise Academy	Tuesday 24 September 2024	4–6.30pm
Farringdon Community Academy	Thursday 3 October 2024	4–7pm
Hetton Academy	Tuesday 24 September 2024	5–7pm
Kepier Academy	Wednesday 25 September 2024	3.30–6pm
Monkwearmouth Academy	Thursday 19 September 2024	5.30pm
Oxclose Community Academy	Tuesday 24 September 2024	6pm
Red House Academy	Wednesday 18 September 2024	4–6pm
Sandhill View Academy	Wednesday 25 September 2024	4.30–6.30pm
Southmoor Academy	Wednesday 18 September 2024	5–7.30pm
St Aidan’s Catholic Academy	Tuesday 17 September 2024	6pm
St Anthony’s Catholic Girls’ Academy	Tuesday 24 September 2024	6–8pm
St Robert of Newminster RC School	Thursday 26 September 2024	5–8pm
Thornhill Academy	Monday 23 September 2024	3.30–6pm
Venerable Bede CE Academy	Thursday 26 September 2024	4.30–7pm
Washington Academy	Wednesday 18 September 2024	6–8pm

Please check individual school websites in case of any changes.

How to apply for a secondary school place

1. At what age should my child transfer to secondary school?

Normally, your child will change school when they are 11 years old (for September 2025 admission, that would be those children born between 1 September 2013 and 31 August 2014).

2. Can my child only move at this stage?

It is normal practice for your child to move at this age. Sometimes a request is made for a child to move to secondary school a year earlier, if it is felt to be appropriate. An application would need to be completed by parents requesting a secondary school place. Advice would be sought from the child's current school and School Improvement Officers, who would need to confirm that the child would be sufficiently mature and academically able to move at that stage. **It is only possible for parents to state a preference for a school, not to choose which school.**

It is possible for a child to be held back in primary school and not move into secondary with their current peer group. Advice would be sought from the child's current school and the School Improvement Service. If it was agreed that it was not appropriate for the child to move at that stage, then it may be possible for them to stay in primary school.

You must apply at the appropriate time for your child's age and a request to be taught outside of their age group included as part of the application.

Any decision that is made about moving a child either a year earlier or later, would always be carried out in the best interests of the child.

3. How should I decide which school to apply for?

You will probably already have an idea of some of the things about a school, which are going to be important to you and your child. You may have spoken to other parents/carers with children already attending the school.

Their views and ideas may be helpful but do not just rely on these. Any decision as important as selecting your child's school should always be based upon your own judgement. **Do not base your decision on other people's opinions - you will want to make the decision for your child.**

4. How can I find out more information about schools?

Find out as much as possible about what each individual school has to offer. You should go to open evenings and read the school prospectus, before making your decision. The prospectus will have information about the school including its aims, curriculum and achievements.

Information about the Ofsted inspection reports can be found via the following link <https://reports.ofsted.gov.uk>

5. Can I visit schools?

If it has not already done so, your child's cluster secondary school will contact you to invite you to visit. If you are considering expressing a preference for other schools, you can contact your preferred school(s) to make arrangements to visit. **A visit to a school does not constitute an offer of a place, nor does it give priority for places. Parents should not assume that an offer of a visit by a school constitutes any obligation on the part of the school or the LA.**

Details of the open evenings for each school/academy are outlined on page 13.

6. Do I have a choice of which school I can send my child to?

You do not have a right to choose which school your child will go to, **you only have a right to express a preference.**

Our ability to meet your preference will depend upon not only the demand for places at an individual school but also on the number of places available.

7. How many children are admitted to each school each year?

Each year, the LA publishes an admission number for each school. This is the number of pupils that the LA intends to offer a place to in each school during the next school year.

Details of the **Published Admission Number**, often referred to as the 'PAN' for short, for each school/academy are outlined on pages 11-12.

Information about the number of pupils that have been admitted to each school in the last two years is outlined later in this booklet (see pages 141–148).

8. How do I express a preference for a place for my child?

It is possible to apply online. In order to do this, go to www.sunderland.gov.uk/admissionsonline and complete your application. You can do this on a variety of devices including phone, tablet and PC. If you apply online, you will receive an email receipt by return.

It is only possible to apply online by this website or complete this application form if you live in Sunderland (i.e. pay your Council Tax to Sunderland City Council).

An application enables you to express up to three preferences for secondary schools.

If you wish to name only one school, you can do so. If you do not name a second preference school, it will not increase your chances of being offered a place at your first choice school and it could possibly mean that you do not gain a place at another school that you may wish to consider. Similarly repeating the name of one school on your application will not improve your chances of being allocated a place.

If you wish to apply for a place for your child in a Voluntary Aided school, Academy, or a school outside of Sunderland, you must include them on the application in the order that you would like them to be considered. If you are applying for a place in a Catholic school, you must also complete the relevant part of the application. You must either include a copy of your child's Baptism certificate and/or a letter of support with your application, if required by the school(s), or alternatively forward it directly to the School Admissions Team.

Preferences for the Voluntary Aided schools and Academies will be forwarded to the individual governing body/Trust Board for consideration, in line with their admission policy.

Preferences for schools outside of Sunderland will be forwarded to the relevant LA for consideration, in line with their admission policy.

The application form is available by calling 0191 520 5553 or email: school.admissions@sunderland.gov.uk

9. Can I apply online?

Yes. If you are a resident of Sunderland, all you need is access to the internet and you can gain all the benefits of making your application online.

Log-on to www.sunderland.gov.uk/admissionsonline and you will find the online application form. This will be available from **9 September 2024 until 31 October 2024**.

The online facility will enable you to make your application and then submit it to the School Admissions Team. You will receive confirmation that your application has been received. Even after you have made your application, you will be able to come back and make amendments at any time up until the deadline date of 31 October 2024. However, if you do this, you **must** re-submit your application each time.

When you log onto the online system, you will be need to create a username and password if you have not previously applied. **Make a note of your username and password, as you will need to use the online system again to confirm where your child has been allocated a place.**

Please remember after you have completed your online application, you must submit it by clicking on 'submit application'. The screen will provide a summary of your application and you will also receive a confirmation email.

10. What are the benefits of applying online?

- Clear, simple step-by-step instructions
- It is quick, safe and secure
- You can apply on a variety of devices including phone, tablet and PC
- No risk of the application getting lost in the post
- You can view your application online at any time
- You will receive a confirmation email that the application has been received
- You can easily change your application at any time before the deadline date
- You will receive an email on 3 March 2025 informing you to log back into your online account to find out where your child has been offered a place

11. When do I need to apply?

Please remember that you must complete an application for a school place, as there is no guarantee of a place for any child. You must complete an application even if your child may be attending a cluster primary or you have older children already attending the school. You must either apply online or complete an application form and return it to your child's current school or directly to the School Admissions Team at the address on the form. It is the responsibility of parents to ensure that the application form is received at the school or by the School Admissions Team. Please do not leave this responsibility with your child.

The preference period lasts for seven weeks, from 9 September 2024 to 31 October 2024. Therefore your application needs to be returned to either your child's current school or to the School Admissions Team at the address at the front of the booklet, **by 31 October 2024**.

If your application is received after 31 October 2024, it **will** be considered as 'late' and this may reduce your chance of getting a place at your first choice school. Late applications (received between 1 November 2024 and 5 January 2025) will only be considered after those that are received on time, unless there is a genuine reason. Examples of genuine reasons would be a family moving into the area or returning from abroad; a lone parent that has been ill for some time or has been dealing with the death of a close relative; a change of circumstances for a 'looked after' or 'cared for' child. Please note that the genuine reason must be explained on the application and if you would like your application to be considered as such.

If your application is received or an existing application is changed after 13 January 2025, it **will** be considered **after** all other applications received.

Most parents who were refused a place last year were as a result of applying late. We do not keep places back for late applicants who attend cluster junior/primary or already have an older child or children attending the preferred school.

If you change address after you have submitted your application, the School Admissions Team must be notified. If this notification is received before 13 January 2025, it will be considered during the allocation process.

Schools and Academies in Sunderland use distance between a child's home address and the school(s) they are applying for a place at when allocating places at schools that are oversubscribed. Therefore the address you provide as part of your application **must** be your child's permanent home address. If you change your address after submitting your application, you **must** inform the School Admissions Team at Sunderland City Council as soon as possible as this could affect your application. It is only possible to consider the address where you are living during the application period. Should your address change during the preference period and the School Admissions Team are not informed, this could result in an offer of a school place being withdrawn if inaccurate information is used to allocate the place.

12. What do I need to consider when I am completing the application?

The address of the person with parental responsibility is used to determine the school at which a child is offered a place. The addresses of child minders and/or other family members who may help with childcare cannot be considered. **The LA and/or individual governing bodies reserve the right to seek proof of address and withdraw an offer of a place made on the basis of a false address having been given.**

Where there is shared parental responsibility for a child, parents should agree who is the parent with main responsibility before filling in the application. If more than one application is received for a child, parents/carers will be asked to clarify which application needs to be considered. If this is not resolved before the closing date, the applications will not be considered and your child may not be allocated a place.

Where parents have twins or triplets and only one place is available, the parent will be notified in writing and the decision will lie with the parent as to whether they take up the school place. However, where parents do not take up the school place, the place will be offered to the next child on the waiting list.

In respect of admissions for September 2025, Sunderland LA will operate an 'equal preference' system. All Voluntary Aided Schools and Academies will consider all preferences equally. This means that all applications will be considered against the school/academy's admission criteria, no matter whether they are 1st, 2nd or 3rd preferences.

When you are completing your application, you need to consider very carefully which schools you wish to apply for and only list schools that you would like to be considered. Statistics from the last two years are outlined at the end of this booklet. This will show you which schools are normally oversubscribed, i.e. where we receive more applications than places available.

If you are considering applying for a place in a Voluntary Aided school or Academy, you should consult the admission criteria for that particular school outlined later in this booklet.

If you are considering applying for a place in a school outside of Sunderland, you should contact the LA that the school is situated in for information about their admission criteria. The contact numbers for the neighbouring LAs are as follows:

Durham	03000 265 896
Gateshead	0191 433 3909 or 433 2756
South Tyneside	0191 424 7704

13. What happens after I have submitted my application?

If you complete a paper application, you should return it either to your child's current junior/primary school (if this is within the city of Sunderland) or to the School Admissions Team.

After the end of the preference period (31 October 2024), all online and paper applications that have been received will be considered.

All applications that have been received for Voluntary Aided schools and Academies will be forwarded to the governing body or Trust Board of each school or Academy for consideration against their own admission criteria. (Details of the admission policies start from page 25).

Any applications for schools outside of Sunderland will be forwarded to the LA in which the school is situated for consideration against their own admission criteria.

At the first stage, all applications for a particular school/academy will be considered against the admission criteria no matter whether they are 1st, 2nd or 3rd preferences.

A list would then be prepared for each school/academy sorted by criteria order, up to the number of places available (PAN) and then a potential waiting list.

All applications would then be moved to the second stage.

- If parents could be offered more than one school place, a place would only be offered at the highest ranked school on the applications.
- Therefore if there was the potential that a place could be offered at the 1st & 2nd school, a place would only be offered at the 1st preference school
- Alternatively if a place could be offered at the 2nd and 3rd school, a place would only be offered at the 2nd preference school
- If it is not possible to offer a place at any of the schools on the application, a place will be offered at the nearest school with a vacancy. Places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

14. What happens if I want to change the school that I have applied for?

Once your application has been submitted, it is possible to change the school/academy that you would like to apply to during the preference period. Therefore until 31 October 2024, it is possible to change the school.

However after that date and until 13 January 2025, it is only possible to change the preferred schools for a genuine reason, e.g. family have moved address and the original school is no longer appropriate. If the change is received after 31 October 2024 and not for a genuine reason, it will mean that your application will be 'late' and considered after all of the applications received 'on time'.

15. When will I know whether my child has a place?

If you made a paper application, letters will be posted out 2nd class on 3 March 2025. If you apply online you will find out about your school place quicker, via your online account on 3 March 2025.

If it has not been possible to offer a place at any of the schools on your application, a letter will be sent to you with the following information, where necessary:

- The reasons why the child is not being offered a place at any of the higher ranked schools listed on the application form;
- Information about the statutory right of appeal against the decision to refuse a place at any other nominated school;
- Contact details for the Voluntary Aided schools and Academies and/or other LA(s) where a place has not been offered, in case you wish to lodge an appeal.

16. I have been offered a school place for my child, what do I do now?

If you have been offered a school place for your child, you will need to confirm your acceptance of the place. If you applied online, you can accept via your online account. If you completed a paper application, you will have been sent an acceptance form. You will need to complete this form and return it to the School Admissions Team, indicating whether you wish to accept the place that has been offered. It is also possible to confirm your acceptance by emailing school.admissions@sunderland.gov.uk with your child's name, date of birth and the school where the place has been offered.

17. Can my child’s name still be considered if any places arise after the allocation process?

Yes. If you have been unsuccessful in gaining a place in one of your higher nominated schools, your child’s name will be placed on the waiting list. After places have been offered up to the school’s PAN, a waiting list will be established using the admission criteria.

Please note that your child’s position on the waiting list **will** change if any late applications are received that meet a higher criterion.

If any vacancies arise, places will be offered from the waiting list. The waiting list will be in place until 31 December 2025, in case any vacancies arise.

18. Can I accept a place at my second preference school and still appeal for a place at my first preference?

Yes. It is possible to accept a place at any lower ranked school that you have been offered a place at and still appeal for any higher ranked schools. This does not affect your right of appeal and will have no bearing on any appeal hearing decision.

19. What happens if I do not complete an application?

If an application for a secondary school place is not received for your child, a place will not be allocated. Therefore, this will greatly reduce your chance of getting a place in the school of your choice. **It is essential that you complete an application, in order to try and secure a place.**

20. My child is going to private school, do I still need to complete an application?

Yes - there is a space on the application where you can confirm this information. If you do not inform the School Admissions Team that your child is going to a private school, it may be necessary to contact you again. The LA has a duty to ensure that all children are attending school.

21. I want to apply for a place in a school outside of Sunderland, is their admission criteria the same as Sunderland’s?

No - if you wish to apply for a place in a school outside of Sunderland, you need to contact the LA where the school is situated for advice. The contact details for neighbouring LAs are outlined on page 19. **You must still complete a Sunderland application and include all schools that you would like to apply for a place at.**

22. Which secondary school is my child's primary school clustered with?

Academy 360 - Highfield Academy and South Hylton Primary Academy.

Biddick Academy - Biddick, John F Kennedy and Rickleton Primary Schools. Barnwell Academy, Fatfield Academy Inspires and New Penshaw Academy.

Castle View Enterprise Academy - Bexhill Academy and Town End Academy, Castletown and Hylton Castle Primary Schools.

Farrington Community Academy - East Herrington Primary Academy, Farrington Academy and Mill Hill Primary School.

Hetton Academy - Easington Lane and Hetton Primary Schools, Hetton Lyons Primary Academy and Eppleton Academy Primary School

Kepier Academy - Bernard Gilpin, East Rainton, Shiney Row Primary Schools, Burnside Academy Inspires, Dubmire Academy, Gillas Lane Academy and Newbottle Primary Academy.

Monkwearmouth Academy - Dame Dorothy, Grange Park and Seaburn Dene Primary Schools, Fulwell Junior School and Redby Primary Academy.

Oxclose Community Academy - Blackfell, George Washington, Lambton and Springwell Village Primary Schools and Holley Park Academy and Oxclose Primary Academy.

Red House Academy - Northern Saints VA CE Primary School, and Southwick and Willow Fields Community Primary Schools.

Sandhill View Academy - Broadway Junior, Thorney Close Primary School and Hasting Hill Academy and Plains Farm Academy.

Southmoor Academy - Grangetown and Valley Road Primary Schools, together with Hill View Junior Academy.

Thornhill Academy - Barnes and Diamond Hall Junior Schools, and Hudson Road and Richard Avenue Primary Schools.

Venerable Bede CE Academy - Benedict Biscop CE Academy and St Paul's CE Primary School, New Silksworth Academy Junior and Ryhope Junior School.

Washington Academy - Albany Village, Barmston Village, Marlborough, Usworth Colliery and Wessington Primary Schools.

23. My child attends one of the cluster primary schools, does this guarantee a place in the secondary school?

No - although attendance at the cluster primary school is one of the higher criteria, you do not have a guaranteed place. Do not assume that your child will be allocated a place at the feeder secondary school if you do not include it on your application. **This will not happen and will reduce your chance of securing a place.** The statistics for September 2023 and 2024 admissions are detailed later in this booklet (see page 141). This explains where it was possible to offer places to everyone that applied and also where schools were oversubscribed.

24. I want to apply for a place in a Voluntary Aided school or Academy, is their admission criteria the same?

No - the governing body of each Voluntary Aided school and Academy is responsible for their own admission policy and criteria. If you are considering applying for a place in a Voluntary Aided school or Academy for your child, you should consult their criteria outlined on pages 25–134.

Admissions Criteria for Voluntary Aided Schools and Academies

The LA is responsible for the admission criteria for all Community schools. As a result of a review, from September 2003, the council's Cabinet agreed that the catchment system should be stopped and replaced by a cluster system. A cluster is a group of primary schools (including infant and junior schools) which feed into a single secondary school. The admission criteria for all Voluntary Aided Schools and Academies are detailed on the following pages. Details of the cluster primary schools for those schools

Academy 360

Aims

This policy aims to:

Explain how to apply for a place at the Academy;

Set out the school's arrangements for allocating places to the pupils who apply;

Explain how to appeal against a decision not to offer your child a place.

Legislation and Statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

Academy 360 is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

Academy 360 will comply with all relevant provisions of the statutory codes of practice, including Section 149 of Equalities Act 2010. Reference in the codes to admission authorities shall be deemed to be references to the Trust Board.

Academy 360 will work in accordance with the 'Monitoring Panel'.

Academy 360 will continue to participate in the coordinated admission arrangements operated by Sunderland Local Authority (LA).

Notwithstanding these arrangements, the Secretary of State may direct Academy 360 to admit a named pupil to the academy on application from a LA. Before doing so the Secretary of State will consult with Academy 360.

Definitions

The normal admissions round is the period during which parents can apply for school places at the school's normal point of entry, using the common application form provided by their regional local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority; or
- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (an order that outlines the arrangements as to the person with whom the child will live), or
- Became subject to a special guardianship order (an order appointing one or more individuals to be the child's special guardian or guardians).

Your child must start full-time education once they reach compulsory school age. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. For example, if your child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term (summer term that year).

How to apply

Applications for places at Academy 360 will be made in accordance with Sunderland LA's coordinated admission arrangements. Applications can be made online (<https://www.sunderland.gov.uk/article/13000/School-admissions>) or can be submitted on a paper form called a Common Application Form (CAF), provided and administered by Sunderland LA.

Academy 360 will publish information about the arrangements for admissions, including oversubscription criteria, and other opportunities for prospective students and their parents to visit the Academy on an annual basis.

Academy 360 will consider all applications for admissions. Please note the following

- It will not be possible to change preferences after the closing date for applications;
- Late applications will be processed after all those received on time;
- Children will be kept on a waiting list for any school ranked higher on their application than the school they have been offered and will be allocated a place if one becomes available.
- Parents will have two weeks to return an acceptance form. If an acceptance form is not received it will be assumed that a place is no longer required.

Requests for admission outside of normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their 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
- The Executive Principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Allocation of places

Arrangements for admission to the primary phase

Academy 360 has agreed the admission number of 60 students for entry into Reception. The admission arrangements for the primary phase age range (4–11 year-old) of Academy 360 are subject to any changes approved by the Secretary of State.

- Academy 360 has an agreed admission number of 60 pupils per year group. Academy 360 will accordingly admit at least 60 pupils in the relevant age group each year if sufficient applications are received.
- The Planned Admission Number (PAN) for the primary phase has been determined to be consistent with the demographic trends locally and so as not to destabilise the current admission in other local primary schools.
- Pupils in the primary phase will automatically join Year 7 of Academy 360 and there will be no need to apply for a place for these pupils.

Arrangements for admission to the secondary phase

Academy 360 has agreed the admission number of 120 students for entry into Year 7. The admission arrangements for the secondary phase age range (11–16 year olds) of Academy 360 subject to any changes approved by the Secretary of State are:

- The academy has an agreed admission number of 120 pupils. Academy 360 will accordingly admit at least 120 pupils in the relevant age group each year if sufficient applications are received. A total of 120 places are available, with the balance of places available for external applicants dependent on the number automatically moving up from Year 6.

General arrangements for admissions to Academy 360

The general admission arrangements for the primary and secondary phases of Academy 360 subject to any changes approved by the Secretary of State are:

- Pupils will not be admitted above the Published Admission Number (PAN) unless exceptional circumstances apply;
- Where there are more applications for admission than places available, oversubscription rules will be used to determine which children will be allocated places, after children with Statements of Special Educational needs, where the statement names a specific school and places will be offered to applicants ranked highest;
- Looked After Children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions). Evidence of the appropriate order must be submitted before the closing date.

Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the Academy.
2. Priority will next be given to children on the basis of exceptional social or medical need. The Academy defines Exceptional social and medical need as a need to attend a specific Academy/school based on exception need. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social worker;
- Where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

These examples aren't meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way. The school requires supporting evidence from a doctor, psychologist or other professional involved with the child. The evidence must relate specifically to the school for which the application is being made and must clearly demonstrate why it is the only school that can meet the child's needs and explain the difficulties that would arise if the child has to attend an alternative school. This evidence must be submitted before the closing date. If the required evidence is not provided, the Admissions Authority will be unable to consider giving the child higher priority.

3. Priority will next be given to children who attend named feeder schools. Our named feeder schools are Highfield Academy and South Hylton Primary Academy.
4. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the academy will operate a waiting list.

Where in any year Academy 360 receives more applications for places than there are places available, a waiting list will operate until 31 December for reception and Year 7 applications and until the end of each term for all other year groups (reception and Year 7 applications will also run until the end of each term from 1 January).

This will be maintained by Academy 360 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. At the end of each term the waiting list will be closed and pupils will be removed from the waiting list. Parents/carers can re-apply through Sunderland LA if they still require a place at Academy 360 for their child.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6 of this policy. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants.

Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Portsmouth Road. This is completed using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates. This is an objective measurement, which does not consider factors such as the safety of routes or the needs for some families to take other children to a different school or schools.

A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child may be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed above in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

You have the right to appeal against the decision of the admission authority. The admissions authority for Academy 360 is Laidlaw School Trust.

If you wish to appeal, you must set out the grounds for your appeal in writing and send it to Executive Principal's PA, Academy 360, Portsmouth Road, Sunderland SR4 9BA.

Lodging appeal date deadlines 2023

Point of Entry	Admission Type	Offer Date	Appeal Deadline
Reception	Normal Admission Round	16 April	17 May
Late Application	04 June	09 July	
Year 7	Normal Admission Round	01 March	02 April
	Late Application	07 May	16 June
In year (all entry points)	In year	Dependent upon date of application	20 School days from of receipt the date of the unsuccessful application notification

Please note: Academy 360 does not provide help with appeals.

When will an appeal be heard?

The appeals will be heard in private by an Independent Appeal Panel and will be heard within the following timescales;

For applications to Reception and Year 7:

- For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals.
- For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.

For applications for in-year admissions:

- Appeals must be heard within 30 school days of the appeal being lodged.
- Notification for the date of and arrangements for the hearing will be issued no later than 10 school days before the hearing date. Parents/carers may waive their right to 10 school days' notice of the hearing.

How will the result of the hearing be published?

The Independent Appeal Panel must communicate the decision of each appeal, including the reasons for that decision, in writing to the appellant, the admission authority and the local authority.

The clerk or chair must sign the decision letter and send it to the parties as soon as possible after the hearing but not later than five school days, unless there is good reason.

Further details of the Schools admissions appeal code can be found here: School admissions appeals code - Publications - GOV.UK

Annual procedures for determining admission arrangements

Academy 360 shall consult every 7 years on its proposed admission arrangements unless there are changes to the admission regulations, in which case a consultation will take place. Academy 360 will consult in accordance with the statutory procedure.

Determination and publication of admission arrangements

Following any consultation, Academy 360 will consider comments made by those consulted.

Academy 360 will then determine its admission arrangements by 28 February of the relevant year and, if necessary due to having been a consultation, will notify those consulted on what has been determined.

Monitoring arrangements

This policy will be reviewed and approved by the Governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

Biddick Academy

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are: In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions Previously looked after children are children who were looked after, but ceased to be so because they: Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

Became subject to a child arrangements order, or Became subject to a special guardianship order.

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

5. Allocation of places

5.1 Admission number

The school has an agreed admission number of 224 pupils for entry in Year 7 for September 2025.

5.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school, will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below in order until all places are filled.

Oversubscription criteria must not disadvantage pupils from a particular social or racial group or children with special education needs (SEN) or a disability.

1. **A ‘Looked-after’ child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order** - a child that is looked-after’ by a Local Authority in accordance with Section 22(1) of the Children’s Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a ‘Looked-after’ child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted - a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
2. **Attendance in Key Stage 2 (age 7-10+) at a designated cluster junior or primary school**
 - (a) Biddick Primary School
 - (b) JFK Primary Academy
 - (c) Fatfield Primary Inspire Academy

- (d) Barnwell Primary Academy
 - (e) New Penshaw Primary Inspire Academy
 - (f) Rickleton Primary School
3. **A sibling link** - an older brother/sister or older child (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will still be attending Biddick Academy at the time of admission.
 4. **Exceptional medical or social need.** Parents/carers must submit a supporting medical or psychological report, prepared by a professional. This report should explain why only this Academy can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school/academy are unlikely to be accepted as exceptional. If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form.
 5. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the Academy with priority being given to those living closest to the Academy. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore, all applications will be considered equally against the admission criteria and at the same time.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where it is not possible to offer a place at the Academy, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until 31st December, after the children start Year 7 in September.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process will be provided in the letter from Sunderland Local Authority.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

Fair Access Protocol

We participate in Sunderland LA's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

6. In-year admissions

You can apply for a place for your child at any time outside of the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, you will need to fill out an application form and your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 5.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

School Admissions Team, City Hall, Sunderland SR1 3AA

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

7. Unity Provision

Biddick Academy hosts a Local Authority maintained provision on site for 35 students with ASD and have an Educational Health Care Plan naming Biddick Academy Unity Provision. It is the Local Authority who allocate places within this provision and not the Academy Trust. The resources dedicated to the provision are not available to students within school.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

The Clerk to the School Admission Appeal Panel, City Hall, Sunderland SR1 3AA

9. Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trustee Board will publicly consult on these changes.

Castle View Enterprise Academy

The Trust Board of Castle View Enterprise Academy will be the Admission Authority for this Academy. The Trust Board intends to admit up to 210 students to Year 7 in September 2025.

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a preference for the school. However parental preference cannot be considered where the Academy is over-subscribed in a particular year.

Students with an Educational Health Care Plan naming Castle View Enterprise Academy will be offered a place.

The Trust Board of Castle View Enterprise Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

1. **A 'cared for' child who was 'previously cared for' but immediately after being 'cared for' became subject to an adoption, residency/child arrangement or special guardianship order** - a child that is cared for by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was cared for, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and **a 'cared for' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted** - a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
2. **Children selected on the basis of aptitude.**

There are 21 places available in total to students who fulfil the following criteria on the basis of aptitude.

The individual student must be identified by an independent professional football, cricket or dance company who are a partner provider with CVEA (a student with an aptitude is one who demonstrates a particular capacity to success in playing cricket or football, or performing in dance/music). In determining allocations, the Trust Board will consider if a child has an aptitude for cricket, football, or dance, a particular capacity to learn or to develop the skills in the chosen sport and will benefit from the expertise and facilities in the Academy sport and performance programmes.

3. **Attendance in Key Stage 2 (age 7-10+) at a designated cluster junior or primary school.**
4. **A sibling link** - an older brother/sister or older child (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.
5. **Exceptional medical or psychological reasons** (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form, (eligibility under this category will be considered by a meeting of Senior LA Officers).
6. Students who have expressed a preference to attend Castle View Enterprise Academy.

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school, with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

The Trust Board will adopt the equal preference system, whereby all applications are considered at the same time, irrespective of the order of preference.

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore, all applications will be considered equally against the admission criteria. If a student then qualifies for a place at more than one school, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where parents have twins, triplets or children from other multiple births and there are not sufficient places for all of the children, the parent will be notified in writing. The decision will then lie with the parent as to whether they take up the school place. However, where parents do not take up the school place, the place will be offered to the next child on the waiting list where appropriate.

Where it is not possible to offer a place at a school, the child will be placed on a waiting list. The waiting list is prioritised using the admission criteria and will be held in place until 31 December, after the children start school in September.

Parents who are refused a place have a statutory right of appeal (see appendix A). Further details of the appeals process are available by writing to the Chair of the Trust Board at the Castle View Enterprise Academy address.

Appendix A - The Appeals Process

At Castle View Enterprise Academy, we wish to be fair, reasonable and transparent about any decisions we take concerning admissions.

The process below explains the appeal process if you are unhappy about the governor's decision regarding the application of a place for your child into our Academy.

Please note that this does not apply to children with a Statement of SEND. Appeals for these children are dealt with by the SEND and Disability Tribunal.

If my child is not offered a place at our Academy, can I appeal?

Yes - if your child is not offered a place at our Academy, you have the right to appeal against this decision to an independent appeal panel.

How do I do this?

If it has not been possible to offer a place within our Academy, information would have been included with your letter from the School Admissions Team, or from the school for in year applications, which would direct you to telephone the Academy office for further information. If you wish to appeal against this decision you would need to request a form from the Academy office. You will then need to complete the form, outlining your reasons, and return it to the person indicated on the Appeals Form. In our Academy this is the Clerk to the School Admissions Panel of the City Council, who are administering the appeals on our behalf.

What happens next?

Appeal hearings are usually held between June and July but may still be held up to and during the summer holidays. You should complete and return your appeal form as soon as possible, so that an appeal hearing can be arranged.

You will be notified of the date of the appeal hearing at least two weeks prior to that date. A week before the hearing is due to take place, you will receive a copy of the Academy's statement of case. This will explain why it was not possible to offer your child a place at the Academy and the implications of more children admitted above the admissions number.

What happens at the appeal hearing?

The appeal hearings for our Academy may be held at City Hall and you will be invited to attend, however, some meetings may be held virtually via Teams. Although there is a process to follow for the appeal hearing, the panel members do try to keep the meeting as informal as possible. It is possible to bring along a friend to support you.

The panel members are volunteers and are completely independent of our Academy.

As the decision that is made by the panel members is final, it is very important that you take the opportunity to put forward your reasons for a place in this Academy.

The panel will consider the Academy's case against your reasons and make a decision. You will be notified of the panel's decision in writing within five working days of the hearing via the Local Authority who are acting on our behalf.

What if my appeal is successful?

If your appeal is upheld (successful) then you have secured a place in the Academy for your child. Your child's details will be forwarded to the Academy and they will be included in any induction visits, etc.

Please note: If you have accepted a place in any other school/Academy (e.g. second or third preference school), then the offer of this place will be cancelled. Your child's name will be removed from the Academy's list.

What happens if my appeal is unsuccessful?

If your appeal is dismissed (unsuccessful), the decision is final. Your child will remain on the waiting list in case any vacancies arise.

It is only possible to have one appeal for the same Academy within the same year group, unless there is a significant change in circumstances.

The Schools Admissions Team will continue to encourage you to consider other schools/Academies for your child, whilst still remaining on the waiting list for our Academy.

What can I do if I'm unhappy about the Panel's Decision?

There is no further appeal. The letter that you receive explaining the decision of the Appeal Panel will inform you about the limited options that are available.

There is no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels but has a limited power to intervene in very exceptional circumstances.

The Local Government Ombudsman is not able to overturn an appeal panel's decision but can investigate written complaints about maladministration on the part of an admission appeals panel. This is not a right of appeal and has to relate to issues such as a failure to follow correct procedures or a failure to act independently, rather than complaints where you simply feel that the wrong decision has been made.

Christ's College

Christ's College operates alongside Sunderland Local Authority and the National Guidelines on Admissions and Appeals. Emmanuel Schools Foundation (ESF) is the Admissions Authority for entry into Christ's College, with day-to-day responsibility delegated to Christ's College's governors, and is responsible directly to the Department for Education for all Admissions and Appeals in line with the Schools Admissions Code and in consultation with Sunderland City Council.

The college will consult as required on all aspects of this policy as required by the School Admission Code and place a copy of it on its website.

Parents should note the ethos of the school is non-denominational Christian. The college website explains in more detail what this means. We ask all parents applying for a place here to respect this ethos and its importance to the community. This doesn't affect the rights of parents who are not of the Christian Faith to apply for and be considered for a place.

The Published Admission Number for Reception is 60 and for Y7 is 90. Places are offered to prospective Reception and Y7 students at the same time as places are allocated within all other Sunderland schools. Pupils in the primary phase will automatically move into Y7 and there will be no need to apply for a place.

This is co-ordinated with the college and the Local Authority but all queries and appeals are handled by Christ's College directly.

The college will adhere to the statutory requirement to give priority to children with an Education, Health and Care Plan or a Statement of Special Needs where the college is the named provider, as agreed between the college and Local Authority.

Over-Subscription Criteria

Applications are welcome from any parent wishing to apply for a place for their child(ren) in the school. If the college is oversubscribed, over subscription criteria will be applied in the following order.

1. A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order - a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted - a child is regarded as having been in state care in a place outside of England if

- they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
2. Children of staff where the member of staff has been employed for at least two years when the application is made; OR where the member of staff has been recruited to fill a vacant post for which there is a clear skill shortage.
 3. Siblings of children already in the school when the new applicant is due to start. In the case of normal entry points this means siblings of children already in the school at the end of the “offer year” (i.e. the academic year immediately preceding the academic year for which admission is sought). This includes cases where a sibling can reasonably be expected to still be in the college at the time of his/her siblings proposed admission for example a Year 11 student who could reasonably be expected to progress to year 12. Siblings will be held to include brothers, sisters, step- brothers and step-sisters living permanently together with the child already in the college. Where a child lives with parents with shared responsibility, each for part of the week, the home address will be held to be the address under which the child is registered with his/her doctor.
 4. Children who live in the published catchment area for the College where a child lives at more than one address, the main address will be deemed to be that of the parent receiving the Child Benefit payment. The catchment area map is available to view on College’s website.
 5. Those children who are eligible to receive the “service premium” under section 14 of the Education Act 2022 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.
 6. Children with significant medical or psychological need as certified by a relevant professional. You must include a medical or psychological report, prepared by a suitably qualified professional, to confirm information that you include in this section. This report must explain why only this school could meet your child’s needs. Common childhood medical conditions such as asthma or giving a child’s nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. If you intend to use this criterion when expressing a preference please contact the School’s Admissions Registrar before completing the application form. (Eligibility under this category will be considered by a meeting of the School’s Senior Leadership.)
 7. The child living closest to the front gate as measured from the ground floor front door of his or her permanent resident taking the most direct public rights of way. Should two or more children remain tied after all criteria have been applied, lots will be drawn by an independent body to determine to whom the place will be allocated.

Waiting Lists

Those children who are not offered a place after all the over-subscription criteria have been applied will be placed on a waiting list, which will be maintained for one full school term. Should a place become available, the school will immediately offer that place to the child at the top of the waiting list. A child's ranking on the waiting list will be determined strictly in line with the criteria above and the requirements of the School Admission Code, and not on the basis "first come first served".

Should the parents not wish to take up the place, it will be offered to the child occupying the next place on the list, and so on.

Appeals Procedures

Parents who have not been successful in obtaining a place will be informed of their right to appeal.

The college will make arrangements for an Independent Appeals Panel to be constituted, in line with statutory requirements. The decision of an Independent Appeals Panel is binding on both parties and the college will make arrangements to admit any child where an appeal has been upheld. If you would like to make an appeal please contact 0191 534 4444 or email enquiries@christcollege.org.uk

Farringdon Community Academy

1. Introduction

Northern Education Trust ('the Trust') is 'Outcomes Focused, Child Centred' and recognises that all children, regardless of background or ability, have a common entitlement to an accessible broad and balanced curriculum, and should be fully included in all aspects of daily academy life. No child is offered or refused a place on the basis of his or her general ability.

- 1.1 As the admission authority, the Trust Board has overall responsibility for all admissions in Northern Education Trust academies.

1.2 Trust Vision and Values

We constantly focus on standards as we understand outcomes are paramount. Our decision-making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

The 10 values which underpin our vision can be seen on our website here - <https://www.northerneducationtrust.org/about-us/vision-values/>

2. Scope and purpose of the policy

- 2.1 This policy aims to explain how to apply for a place at the academy; it sets out the academy's arrangements for allocating places and explains how to appeal against a decision not to offer a child a place. The academy enters into an agreement with the local authority (LA) who administer many aspects of this policy on behalf of the trust, including, but not exclusive to, the receipt of applications; correspondence to parents/carers; the recruitment, training and appointment of appeal panel members and arrangements for the appeals process to be independently administered and clerked.
- 2.2 This policy may be amended in writing at any time following a decision of the Schools Adjudicator and the trust.
- 2.3 This policy is based on mandatory requirements and Department for Education (DFE) statutory guidance, School Admissions Code 2021 & School Admission Appeals Code 2022 ("the Codes").
- 2.4 The trust, through its agreement with the LA, will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the Codes as they apply at any given time; and with equalities law and the law on admissions as they

- apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the trust.
- 2.5 The trust, and all academies within the trust, are required by the funding agreement to comply with the Codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with the funding agreement and the trust’s Articles of Association.
- 2.6 This policy must be published on the academy website.
- 2.7 There is a statutory requirement to have this policy in place in multi-academy trusts.
- 2.8 The academy will take part in the Admissions Forum set up by the LA and will have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol. The fair access protocol will take precedence over existing waiting lists. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.
- 2.9 Notwithstanding any provision in this agreement, the Secretary of State may:
- Direct the trust to admit a named student to the academy on application from the LA, where it considers that an academy will best meet the needs of any child.
 - Direct the trust to admit a named student to the academy if the trust has failed to act in accordance with this policy or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
- 2.10 Through its agreement with the LA, the trust shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the trust. The Independent Appeal Panel will be independent of the trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the DFE as it applies to academies. The determination of the appeal panel is binding on all parties.
- 2.11 The trust shall ensure that guidance is available for parents and relevant children about how the appeals process will work and will provide them with a named contact who can answer any enquiries they may have about the process.
- 2.12 In paragraphs 2.10 and 2.11 above, ‘relevant children’ means children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the Academy.

3. Roles and responsibilities

- 3.1 As the admission authority, the Trust Board has overall responsibility for all admissions, including: -
- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of students into the academy.
 - Overseeing, and determining admissions arrangements that clearly set out how children will be admitted to the academy, including the criteria that will be applied if there are more applicants than places at the academy.
 - Ensuring that the oversubscription criteria does not discriminate against any child.
 - Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
 - Publishing the admissions arrangements on the academy website, including the oversubscription criteria.
 - Publicly consulting on any proposed changes to the admissions arrangements.
 - Clearly communicating any reasons for rejecting the admission of a student, as well as the parent's right to appeal and the appeal process (via the LA).
 - Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- 3.2 Responsibility for the decision related to entry to the academy is delegated from the Trust Board to the principal of the academy.
- 3.3 It is the responsibility of the principal to carry out the requirements of this policy when requests are made by parents/ carers for admissions to full-time education for their child.
- 3.4 The executive principal is accountable for ensuring the effectiveness of this policy and compliance with it.
- 3.5 The Schools Adjudicator is a statutory office-holder who is appointed by the Secretary of State for Education but is independent. The Schools Adjudicator provides advice on requests to the Secretary of State by LAs to direct academies to admit children. They are responsible for: -
- Acting in line with the relevant legislation and guidance pertaining to admissions to the academy.
 - Receiving concerns and objections regarding the admission of students and making a direction to the trust as a result of these concerns and objections.

4. Applying for a place at the academy

- 4.1 Parents have a right to apply for a place at the academy.
- 4.2 If the academy is undersubscribed, then any parent who applies for a place for their child will be offered a place at the academy.
- 4.3 If the academy is oversubscribed, the trust (through its agreement with the LA) will rank applications in order against the published admission arrangement and oversubscription criteria, further details of which are set out below under paragraph 7.
- 4.4 Unsuccessful parents will be notified of the reason(s) for rejecting their application for a place at the academy, and will be given the right to appeal to an independent appeal panel (arranged through the trust's agreement with the LA).

5. Procedure for determining admission arrangements

5.1 Consultation

- 5.1.1 The trust shall set the admission arrangement annually. Subject to 5.1.3 it shall consult the following parties regarding the academy's proposed admission arrangements for a minimum of six weeks between 1 October and 31 January in the determination year (which is defined as "the school year immediately preceding the offer year", which is the school year in which the trust determines the admission arrangements): -
- 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) the local authority;
- 5.1.2 Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.
- 5.1.3 Consultation in line with paragraph 5.1.1 is not required in any year where the following conditions are met:
- There have been no changes, or proposed changes, since the last consultation; and
 - The published admission number (PAN) is increasing;
- and provided always that the admission arrangements have previously been consulted upon within the preceding seven years.

5.1.4 As soon as any changes are proposed to be made to admission arrangements, (with the exception of an increase to the published admission number, which does not require consultation), the consultation process and timeframe must be followed for the next determination year.

5.2 Determination of admission arrangements

5.2.1 Where changes are proposed to the existing admission arrangements, the trust will consider comments and representations made by those consulted in accordance with paragraph 5.1.1 before determining the admission arrangements for the academy.

5.2.2 The trust will determine the academy's admission arrangements annually by 28 February of the determination year and will notify consultees listed in paragraph

5.1.1 what has been determined within 14 days of that decision being made.

5.3 Representation & admission arrangements

5.3.1 Where the trust is required to consult with the consultees listed in paragraph 5.1.1, if any of those persons or bodies objects to the academy's admission arrangements, including the proposed admission number, they can make representations to the Schools Adjudicator. Any representations must be made by 15 May in the determination year.

5.4 Publishing the admission arrangements

5.4.1 The trust will send a copy of the determined admission arrangements to the LA and will publish a copy of the determined admission arrangements on the academy's website by 15 March in the determination year and published for the whole offer year.

5.5 Schools adjudicator's power to accept, modify or reject admission arrangements

5.5.1 Where the Schools Adjudicator has received any representations made in accordance with paragraph 5.3.1, the Schools Adjudicator must consult the trust on such representations. Following such consultation, by 31 July in the determination year the Schools Adjudicator may direct that the trust amends the proposed admission arrangements for the academy. The trust shall comply with any such direction.

5.6 Publication of admission arrangements

5.6.1 The academy shall each determination year publish their agreed admission arrangements by:

- Copies being made available to persons consulted in paragraph 5.1.1
- Copies being made available to primary and secondary schools in the LA area

- Copies being sent to the offices of the LA
- Copies being made available without charge on request
- A copy being uploaded to the academy’s website.

5.6.2 The published admission arrangements will set out:

- The name and address of the academy and contact details
- A summary of the admission policy, including full oversubscription criteria
- Numbers of places and applications for those places in the previous year and
- Arrangements for hearing appeals.

5.7 Proposed changes to admission arrangements after arrangements have been published

5.7.1 Subject to paragraph 5.7.2, once the academy’s admission arrangements have been determined for a particular year and published, the trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- The trust has consulted those who are required to be consulted under paragraph 5.1.1 above on the proposed variation;
- Following such consultation, the trust referred the proposed change to the Schools Adjudicator setting out:
 - The proposed change
 - Reasons for wishing to make such a change
 - Any comments or objections to the proposal from those consulted.

5.7.2 The trust shall follow any direction of the Schools Adjudicator to vary the academy’s admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

5.7.3 Any changes to the academy’s admission arrangements brought about through the variation processes in paragraphs 5.7.1 or 5.7.2 above must be published in the academy prospectus and on its website and be communicated within 7 days to those persons who must be consulted under paragraph 5.1.1.

5.7.4 A parent of a child who has attained the age of two but is not above compulsory school age and who has been, is, or will be eligible to apply to be admitted to the academy, may make representations to the Schools

Adjudicator that any aspect of the academy's admission arrangements do not comply with the relevant provisions of admissions law or the Codes.

- 5.7.5 Where a representation is made in accordance with paragraph 5.7.4, the Schools Adjudicator may, after consulting the trust, direct that the trust modify its arrangements for the admission of students to the academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The trust must comply with any such direction.

6. Procedure for admitting students

6.1 Published Admission number

- 6.1.1 The trust has the following published admission number for the academy for the year 2025/2026 and, subject to any changes required by the Schools Adjudicator, for subsequent years:

210 for students in Year 7.

- 6.1.2 The academy may admit above their PAN through in-year admissions. The PAN only applies to the relevant age group. This means that the academy may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

In any specific year, the trust may set a higher admission number than the academy's published admission number for an applicable year group. Before setting an admission number higher than its published admission number, the trust will notify the LA of any proposed increase and following such notification, will reference any changes on the academy website. The trust will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

- 6.1.3 The Trust Board will consult those bodies listed at paragraph 5.1.1 on any proposal to decrease the academy's published admission number. Consultation with the bodies at paragraph 5.1.1 will not occur where it is proposed to increase or keep the same published admission number.

6.2 Process of application

- 6.2.1 Arrangements for applications for places at the academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the LA. Parents will be provided with a CAF by the LA where they will note a minimum of three preferred schools in rank order. The schools do not have to be located in the LA area where the parents live. Parents are not guaranteed to have their preferences met. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

6.2.2 The trust will use the LA timetable for applications to the academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within the LA, as agreed by the Admissions Forum, LA, local schools and academies.

- By September – the trust will publish in the academy prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2023 for admission in September 2024). This will include details of open evenings and other opportunities for prospective students and their parents to visit the academy. The trust will also provide information in relation to the academy to the LA for inclusion in the composite prospectus, as required
- September/October – the trust will provide opportunities for parents to visit the academy
- 31 October – Deadline for secondary school places – where the CAF is required to be completed and returned to the student's home LA. This process is administered by the LA on behalf of the Trust
- The academy requests the list of names who have made applications from the LA
- February – the LA applies the published admission arrangement and its agreed scheme for LA maintained schools, informing other LAs of offers to be made to their residents
- 1 March – national offer day for secondary school places, where parents are notified of any offers.

6.2.3 There is a national closing date for applications of 31 October for secondary school applications. The academy will ensure its application processes enable parents to apply before these deadlines.

6.3 Consideration of applications

6.3.1 Where fewer than the published admission number(s) for the relevant year groups are received, the trust will offer places at the academy to all those who have applied. The Trust Board will not refuse admission for a child on the basis that:

- They have applied later than other applicants
- They are not of the faith of the academy
- They followed a different curriculum at their previous school

- Information has not been received from their previous school.

6.3.2 For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available
- The application must be accompanied with an official letter confirming the relocation date
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

6.3.3 An offer will only be withdrawn if it has been made in error, a parent has not responded within a reasonable period of time, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the trust will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the academy in the first term of the new academic year, the academy may withdraw the place. If the fraudulent application is found after this time, the student will not be removed.

7. Procedures for when the academy is oversubscribed

7.1 Admissions to Year 7

7.1.1 Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with Special Educational Needs where the academy is named on the Education, Health Care Plan, the criteria will be applied in the order in which they are set out below:

- a) A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order – a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order)

and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

- b) Admission of students who need specialist provision due to their complex needs. These criteria apply to students who have Special Educational Needs, who do not have an Education, Health Care Plan and through an agreed local authority and academy review process have been identified as in need of a 'named' mainstream school that can offer the relevant support and resources.
- c) Students who have social or medical reasons for being admitted to the academy which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. For each case the academy will need proof from an independent person such as a medical specialist who has been involved with the child over a period of time, a social worker, an attendance officer or another professional. The academy will not offer places within this category, based on a child's ability or intelligence.
- d) Children who attend a Partner Primary School linked to the academy. Within this criterion places will be allocated in the

following order of priority:

- a) Those children who attend a Partner Primary School
- b) Admission of students who do not attend a partner primary school, whose siblings currently attend the academy and who will continue to do so on the date of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
 - Have one or both natural parents in common
 - Are related by a parent's marriage
 - Are adopted or are fostered
 - Their parents are married/co-habiting and children permanently live together in the same household, including step-siblings
 - Are children of the same household who permanently live at the same address.
- e) Children of staff in either or both of the following circumstances:
 - i) Where the member of staff has been employed by the trust for two or more years at the time at which the application for admission to the academy is made; and/or

- ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If the academy becomes oversubscribed within a single criterion, it will prioritise on the basis of the proximity of the *normal address to the academy closest first. The distance, which determines how close a student lives to the academy, is the measurement from the main entrance of the student's normal address to the main entrance of the academy. Distance is measured by the shortest safest walking distance, using a Geographical Information System (GIS) This uses Ordnance Survey maps and Local Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

*(Normal address: Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week i.e. Sunday night to Thursday night inclusive. Child care arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place. The qualification date is the closing date for applications under the coordinated admissions scheme. Where families change normal address after the closing date but before the allocation process has finished, this can be considered under the LA's co-ordinated scheme.)

Tie-breaker: In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the distance between the academy and a child's home as a tie breaker to decide between applicants.

Priority will be given to children who live closest to the academy. Distance will be measured as outlined above in point f. Where the distance between 2 children's homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified.

7.1.2 Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy. The Appeal Panel will be independent of the academy and administered by the LA. The arrangements for appeals will be in line with the School Admission Appeal Code 2022. The determination of the appeal panel will be made in accordance with the Schools Admission Appeals Code and is binding on all parties. Guidance will be available for parents about how the appeals process will work and provide parents with a named independent contact who can answer any enquiries parents may have about the process.

6.2. Operation of Waiting Lists

6.2.1 All applications that are declined a place are automatically placed on a waiting list with the Local Authority, so parents do not need to request this to happen. A waiting list is only held for that academic year, so parents would need to reapply through the in-year transfer process.

6.2.2 After one year the applicant's name will be removed from this waiting list unless the LA has heard from the parent. This waiting list will be maintained by the LA on behalf of 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.

- 6.2.3 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 7.1 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.
- 6.2.4 The academy will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The academy may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.
- 6.2.5 The academy may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that the academy has good reason to believe that the child may display challenging behaviour that may adversely affect the provision the academy can offer. In this case, the academy will refer these students to the Fair Access Protocol. The academy will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the academy.

8. Requests for admission outside the normal age group

- 8.1 If a student's parent wishes to apply for their child to be admitted outside of their normal age group they must complete this in writing to the Principal which will be considered in line with the school admissions code, the academies delayed and deferred admissions policy and the best interest of the child. The outcome will be sent in writing and parents will only have the right to appeal if their child was refused a place at the school but not if they are refused a place in their preferred year group and not their chronological year group.

9. In year admissions

- 9.1 Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the academy will be admitted.
- 9.2 Likewise, if there are spaces available in the year group applied for, the child will be offered a place.
- 9.3 If there are no spaces available at the time of the application, the child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the children on the waiting list in accordance with the oversubscription criteria listed in section 7.1 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.
- 9.4 Applications for in-year admissions should be sent to the following

address:

<https://www.sunderland.gov.uk/article/13011/Secondary-school-transfer-application-form>

School Admissions Team, City Hall, Plater Way, Sunderland SR1 3AA

- 9.5 Parents will be notified of the outcome of in-year application in writing within 15 school days. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the academy but it is not in their preferred age group.
- 9.6 The academy will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.
- 9.7 Where the academy is participating in the LA coordination scheme, it will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The academy will also provide information to parents about how they can find details on the relevant scheme.

10. Appeals

- 10.1 If an application for a place at the academy is unsuccessful, parents will be informed why admission was refused and given information about the process for hearing appeals. If a parent wishes to appeal, they must set out the grounds for the appeal in writing and send it to the following address:

Farringdon Community Academy, Allendale Road, Sunderland SR3 3EL

farringdon.enquiries@northerneducationtrust.org
- 10.2 Details of the academy's appeals timetable on the following webpage:
<https://fca.northerneducationtrust.org/information/admission-arrangements/>
- 10.3 The appeals panel will be convened by the LA and will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice. More information on the appeals process can be found here <https://www.sunderland.gov.uk/article/13005/School-place-appeals-process>
- 10.4 The appeals panel must not have a vested interest in the outcome of the hearing.
- 10.5 When reaching a decision, due regard will be given to section three of the 'School Admission Appeals Code'
- 10.6 Appeals decisions will either be upheld or dismissed – there will be

no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote

- 10.7 The final decision and accompanying reasons will be communicated in writing to the appellant, the academy and the LA.
- 10.8 If a child is alleged to have been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel
- 10.9 If appellants have an issue with the appeal process, they can complain to the Secretary of State.

11. Monitoring arrangements

- 11.1 This policy will be reviewed and approved by the Executive Principal each year.

12. Relevant Links

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

<https://www.gov.uk/schools-admissions>

<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>

<https://www.legislation.gov.uk/ukpga/1998/31/contents>

Hetton Academy

1. Introduction

Northern Education Trust ('the Trust') is 'Outcomes Focused, Child Centred' and recognises that all children, regardless of background or ability, have a common entitlement to an accessible broad and balanced curriculum, and should be fully included in all aspects of daily academy life. No child is offered or refused a place on the basis of his or her general ability.

1.1 As the admission authority, the Trust Board has overall responsibility for all admissions in Northern Education Trust academies.

1.2 Trust vision and values

We constantly focus on standards as we understand outcomes are paramount. Our decision-making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

The 10 values which underpin our vision can be seen on our website here - <https://www.northerneducationtrust.org/about-us/vision-values/>

2. Scope and purpose of the policy

2.1 This policy aims to explain how to apply for a place at the academy; it sets out the academy's arrangements for allocating places and explains how to appeal against a decision not to offer a child a place. **The academy enters into an agreement with the local authority (LA) who administer many aspects of this policy on behalf of the trust, including, but not exclusive to, the receipt of applications; correspondence to parents/carers; the recruitment, training and appointment of appeal panel members and arrangements for the appeals process to be independently administered and clerked.**

2.2 This policy may be amended in writing at any time following a decision of the Schools Adjudicator and the trust.

2.3 This policy is based on mandatory requirements and Department for Education (DFE) statutory guidance, School Admissions Code 2021 & School Admission Appeals Code 2022 ("the Codes").

2.4 The trust, through its agreement with the LA, will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the Codes as they apply at any given time; and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to "admission authorities" shall be deemed to be references to the

trust.

- 2.5 The trust, and all academies within the trust, are required by the funding agreement to comply with the Codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with the funding agreement and the trust’s Articles of Association.
- 2.6 This policy must be published on the academy website.
- 2.7 There is a statutory requirement to have this policy in place in multi-academy trusts.
- 2.8 The academy will take part in the Admissions Forum set up by the LA and will have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol. The fair access protocol will take precedence over existing waiting lists. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.
- 2.9 Notwithstanding any provision in this agreement, the Secretary of State may:
- Direct the trust to admit a named student to the academy on application from the LA, where it considers that an academy will best meet the needs of any child.
 - Direct the trust to admit a named student to the academy if the trust has failed to act in accordance with this policy or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
- 2.10 Through its agreement with the LA, the trust shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the trust. The Independent Appeal Panel will be independent of the trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the DFE as it applies to academies. The determination of the appeal panel is binding on all parties.
- 2.11 The trust shall ensure that guidance is available for parents and relevant children about how the appeals process will work and will provide them with a named contact who can answer any enquiries they may have about the process.
- 2.12 In paragraphs 2.10 and 2.11 above, ‘relevant children’ means children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the Academy.

3. Roles and responsibilities

- 3.1 As the admission authority, the Trust Board has overall responsibility for all admissions, including: -
- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of students into the academy.
 - Overseeing, and determining admissions arrangements that clearly set out how children will be admitted to the academy, including the criteria that will be applied if there are more applicants than places at the academy.
 - Ensuring that the oversubscription criteria does not discriminate against any child.
 - Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
 - Publishing the admissions arrangements on the academy website, including the oversubscription criteria.
 - Publicly consulting on any proposed changes to the admissions arrangements.
 - Clearly communicating any reasons for rejecting the admission of a student, as well as the parent’s right to appeal and the appeal process (via the LA).
 - Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- 3.2 Responsibility for the decision related to entry to the academy is delegated from the Trust Board to the principal of the academy.
- 3.3 It is the responsibility of the principal to carry out the requirements of this policy when requests are made by parents/ carers for admissions to full-time education for their child.
- 3.4 The executive principal is accountable for ensuring the effectiveness of this policy and compliance with it.
- 3.5 The Schools Adjudicator is a statutory office-holder who is appointed by the Secretary of State for Education but is independent. The Schools Adjudicator provides advice on requests to the Secretary of State by LAs to direct academies to admit children. They are responsible for: -
- Acting in line with the relevant legislation and guidance pertaining to admissions to the academy.
 - Receiving concerns and objections regarding the admission of students and making a direction to the trust as a result of these concerns and objections.

4. Applying for a place at the academy

- 4.1 Parents have a right to apply for a place at the academy.
- 4.2 If the academy is undersubscribed, then any parent who applies for a place for their child will be offered a place at the academy.
- 4.3 If the academy is oversubscribed, the trust (through its agreement with the LA) will rank applications in order against the published admission arrangement and oversubscription criteria, further details of which are set out below under paragraph 7.
- 4.4 Unsuccessful parents will be notified of the reason(s) for rejecting their application for a place at the academy, and will be given the right to appeal to an independent appeal panel (arranged through the trust's agreement with the LA).

5. Procedure for determining admission arrangements

5.1 Consultation

- 5.1.1 The trust shall set the admission arrangement annually. Subject to 5.1.3 it shall consult the following parties regarding the academy's proposed admission arrangements for a minimum of six weeks between 1 October and 31 January in the determination year (which is defined as "the school year immediately preceding the offer year", which is the school year in which the trust determines the admission arrangements):-
 - 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) the local authority;
- 5.1.2 Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.
- 5.1.3 Consultation in line with paragraph 5.1.1 is not required in any year where the following conditions are met:
 - There have been no changes, or proposed changes, since the last consultation; and
 - The published admission number (PAN) is increasing;and provided always that the admission arrangements have previously been consulted upon within the preceding seven years.

5.1.4 As soon as any changes are proposed to be made to admission arrangements, (with the exception of an increase to the published admission number, which does not require consultation), the consultation process and timeframe must be followed for the next determination year.

5.2 Determination of admission arrangements

5.2.1 Where changes are proposed to the existing admission arrangements, the trust will consider comments and representations made by those consulted in accordance with paragraph 5.1.1 before determining the admission arrangements for the academy.

5.2.2 The trust will determine the academy's admission arrangements annually by 28 February of the determination year and will notify consultees listed in paragraph

5.1.1 what has been determined within 14 days of that decision being made.

5.3 Representation and admission arrangements

5.3.1 Where the trust is required to consult with the consultees listed in paragraph 5.1.1, if any of those persons or bodies objects to the academy's admission arrangements, including the proposed admission number, they can make representations to the Schools Adjudicator. Any representations must be made by 15 May in the determination year.

5.4 Publishing the admission arrangements

5.4.1 The trust will send a copy of the determined admission arrangements to the LA and will publish a copy of the determined admission arrangements on the academy's website by 15 March in the determination year and published for the whole offer year.

5.5 Schools adjudicator's power to accept, modify or reject admission arrangements

5.5.1 Where the Schools Adjudicator has received any representations made in accordance with paragraph 5.3.1, the Schools Adjudicator must consult the trust on such representations. Following such consultation, by 31 July in the determination year the Schools Adjudicator may direct that the trust amends the proposed admission arrangements for the academy. The trust shall comply with any such direction.

5.6 Publication of admission arrangements

5.6.1 The academy shall each determination year publish their agreed admission arrangements by:

- Copies being made available to persons consulted in paragraph 5.1.1
- Copies being made available to primary and secondary schools in the LA area

- Copies being sent to the offices of the LA
- Copies being made available without charge on request
- A copy being uploaded to the academy’s website.

5.6.2 The published admission arrangements will set out:

- The name and address of the academy and contact details
- A summary of the admission policy, including full oversubscription criteria
- Numbers of places and applications for those places in the previous year and
- Arrangements for hearing appeals.

5.7 Proposed changes to admission arrangements after arrangements have been published

5.7.1 Subject to paragraph 5.7.2, once the academy’s admission arrangements have been determined for a particular year and published, the trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- The trust has consulted those who are required to be consulted under paragraph 5.1.1 above on the proposed variation;
- Following such consultation, the trust referred the proposed change to the Schools Adjudicator setting out:
 - The proposed change
 - Reasons for wishing to make such a change
 - Any comments or objections to the proposal from those consulted.

5.7.2 The trust shall follow any direction of the Schools Adjudicator to vary the academy’s admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

5.7.3 Any changes to the academy’s admission arrangements brought about through the variation processes in paragraphs 5.7.1 or 5.7.2 above must be published in the academy prospectus and on its website and be communicated within 7 days to those persons who must be consulted under paragraph 5.1.1.

5.7.4 A parent of a child who has attained the age of two but is not above compulsory school age and who has been, is, or will be eligible to apply to be admitted to the academy, may make representations to the Schools

Adjudicator that any aspect of the academy's admission arrangements do not comply with the relevant provisions of admissions law or the Codes.

- 5.7.5 Where a representation is made in accordance with paragraph 5.7.4, the Schools Adjudicator may, after consulting the trust, direct that the trust modify its arrangements for the admission of students to the academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The trust must comply with any such direction.

6. Procedure for admitting students

6.1 Published Admission number

- 6.1.1 The trust has the following published admission number for the academy for the year 2025/2026 and, subject to any changes required by the Schools Adjudicator, for subsequent years:

180 for students in Year 7.

- 6.1.2 The academy may admit above their PAN through in-year admissions. The PAN only applies to the relevant age group. This means that the academy may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

In any specific year, the trust may set a higher admission number than the academy's published admission number for an applicable year group. Before setting an admission number higher than its published admission number, the trust will notify the LA of any proposed increase and following such notification, will reference any changes on the academy website. The trust will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

- 6.1.3 The Trust Board will consult those bodies listed at paragraph 5.1.1 on any proposal to decrease the academy's published admission number. Consultation with the bodies at paragraph 5.1.1 will not occur where it is proposed to increase or keep the same published admission number.

6.2 Process of application

- 6.2.1 Arrangements for applications for places at the academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the LA. Parents will be provided with a CAF by the LA where they will note a minimum of three preferred schools in rank order. The schools do not have to be located in the LA area where the parents live. Parents are not guaranteed to have their preferences met. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth

- Their and their child’s address and proof of residence

6.2.2 The trust will use the LA timetable for applications to the academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within the LA, as agreed by the Admissions Forum, LA, local schools and academies.

- By September - the trust will publish in the academy prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2023 for admission in September 2024). This will include details of open evenings and other opportunities for prospective students and their parents to visit the academy. The trust will also provide information in relation to the academy to the LA for inclusion in the composite prospectus, as required
- September/October - the trust will provide opportunities for parents to visit the academy
- 31 October - Deadline for secondary school places - where the CAF is required to be completed and returned to the student’s home LA. This process is administered by the LA on behalf of the Trust
- The academy requests the list of names who have made applications from the LA
- February - the LA applies the published admission arrangement and its agreed scheme for LA maintained schools, informing other LAs of offers to be made to their residents
- 1 March - national offer day for secondary school places, where parents are notified of any offers.

6.2.3 There is a national closing date for applications of 31 October for secondary school applications. The academy will ensure its application processes enable parents to apply before these deadlines.

6.3 Consideration of applications

6.3.1 Where fewer than the published admission number(s) for the relevant year groups are received, the trust will offer places at the academy to all those who have applied. The Trust Board will not refuse admission for a child on the basis that:

- They have applied later than other applicants
- They are not of the faith of the academy
- They followed a different curriculum at their previous school
- Information has not been received from their previous school.

6.3.2 For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available
- The application must be accompanied with an official letter confirming the relocation date
- The address at which the child will live will be used when considering the application against the oversubscription criteria - a Unit or quartering address must be used where this is requested by the child's parent
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

6.3.3 An offer will only be withdrawn if it has been made in error, a parent has not responded within a reasonable period of time, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the trust will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the academy in the first term of the new academic year, the academy may withdraw the place. If the fraudulent application is found after this time, the student will not be removed.

7. Procedures for when the academy is oversubscribed

7.1 Admissions to Year 7

7.1.1 Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with Special Educational Needs where the academy is named on the Education, Health Care Plan, the criteria will be applied in the order in which they are set out below:

- a) A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order - a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state

care as result of being adopted - a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

- b) Admission of students who need specialist provision due to their complex needs. These criteria apply to students who have Special Educational Needs, who do not have an Education, Health Care Plan and through an agreed local authority and academy review process have been identified as in need of a 'named' mainstream school that can offer the relevant support and resources.
- c) Students who have social or medical reasons for being admitted to the academy which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. For each case the academy will need proof from an independent person such as a medical specialist who has been involved with the child over a period of time, a social worker, an attendance officer or another professional. The academy will not offer places within this category, based on a child's ability or intelligence.
- d) Children who attend a Partner Primary School linked to the academy. Within this criterion places will be allocated in the following order of priority:
 - a) Those children who attend a Partner Primary School
 - b) Admission of students who do not attend a partner primary school, whose siblings currently attend the academy and who will continue to do so on the date of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
 - Have one or both natural parents in common
 - Are related by a parent's marriage
 - Are adopted or are fostered
 - Their parents are married/co-habiting and children permanently live together in the same household, including step-siblings
 - Are children of the same household who permanently live at the same address.
 - e) Children of staff in either or both of the following circumstances:
 - i) Where the member of staff has been employed by the trust for two or more years at the time at which the application for admission to the academy is made; and/or
 - ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If the academy becomes oversubscribed within a single criterion, it will prioritise on the basis of the proximity of the *normal address to the academy closest first. The distance, which determines how close a student lives to the academy, is the measurement from the main entrance of the student's normal address to the main entrance of the academy. Distance is measured by the shortest safest walking distance, using a Geographical Information System (GIS) This uses Ordnance Survey maps and Local Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

*(Normal address: Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week i.e. Sunday night to Thursday night inclusive. Child care arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place. The qualification date is the closing date for applications under the coordinated admissions scheme. Where families change normal address after the closing date but before the allocation process has finished, this can be considered under the LA's co-ordinated scheme.)

Tie-breaker: In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the distance between the academy and a child's home as a tie breaker to decide between applicants.

Priority will be given to children who live closest to the academy. Distance will be measured as outlined above in point f. Where the distance between 2 children's homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified.

- 7.1.2 Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy. The Appeal Panel will be independent of the academy and administered by the LA. The arrangements for appeals will be in line with the School Admission Appeal Code 2022. The determination of the appeal panel will be made in accordance with the Schools Admission Appeals Code and is binding on all parties. Guidance will be available for parents about how the appeals process will work and provide parents with a named independent contact who can answer any enquiries parents may have about the process.

7.2. Operation of Waiting Lists

- 7.2.1 All applications that are declined a place are automatically placed on a waiting list with the Local Authority, so parents do not need to request this to happen. A waiting list is only held for that academic year, so parents would need to reapply through the in-year transfer process.
- 7.2.2 After one year the applicant's name will be removed from this waiting list unless the LA has heard from the parent. This waiting list will be maintained by the LA on behalf of 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.

- 7.2.3 Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 7.1 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.
- 7.2.4 The academy will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The academy may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.
- 7.2.5 The academy may refuse admission for an in-year applicant for a year group that isn’t the normal point of entry, only in such a case that the academy has good reason to believe that the child may display challenging behaviour that may adversely affect the provision the academy can offer. In this case, the academy will refer these students to the Fair Access Protocol. The academy will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the academy.

8. Requests for admission outside the normal age group

- 8.1 If a student’s parent wishes to apply for their child to be admitted outside of their normal age group they must complete this in writing to the Principal which will be considered in line with the school admissions code, the academies delayed and deferred admissions policy and the best interest of the child. The outcome will be sent in writing and parents will only have the right to appeal if their child was refused a place at the school but not if they are refused a place in their preferred year group and not their chronological year group.

9. In year admissions

- 9.1 Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the academy will be admitted.
- 9.2 Likewise, if there are spaces available in the year group applied for, the child will be offered a place.
- 9.3 If there are no spaces available at the time of the application, the child’s name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the children on the waiting list in accordance with the oversubscription criteria listed in section 7.1 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.
- 9.4 Applications for in-year admissions should be sent to the following address: <https://www.sunderland.gov.uk/article/13011/Secondary-school-transfer-application-form>

School Admissions Team, City Hall, Plater Way, Sunderland SR1 3AA

- 9.5 Parents will be notified of the outcome of in-year application in writing within 15 school days. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the academy but it is not in their preferred age group.
- 9.6 The academy will inform the LA by 1 August of whether it will participate in the LA's in- year co-ordination scheme and will send any relevant information for the LA to publish on its website.
- 9.7 Where the academy is participating in the LA coordination scheme, it will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The academy will also provide information to parents about how they can find details on the relevant scheme.

10. Appeals

- 10.1 If an application for a place at the academy is unsuccessful, parents will be informed why admission was refused and given information about the process for hearing appeals. If a parent wishes to appeal, they must set out the grounds for the appeal in writing and send it to the following address:
- Hetton Academy Appeals, FAO School Business Manager, Hetton Academy, North Road, Hetton-le-Hole DH59JX
- 10.2 Details of the academy's appeals timetable on the following webpage: <https://hta.northerneducationtrust.org/information/admission-arrangements/>
- 10.3 The appeals panel will be convened by the LA and will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice. More information on the appeals process can be found here <https://www.sunderland.gov.uk/article/13005/School-place-appeals-process>
- 10.4 The appeals panel must not have a vested interest in the outcome of the hearing.
- 10.5 When reaching a decision, due regard will be given to section three of the 'School Admission Appeals Code'
- 10.6 Appeals decisions will either be upheld or dismissed - there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote

- 10.7 The final decision and accompanying reasons will be communicated in writing to the appellant, the academy and the LA.
- 10.8 If a child is alleged to have been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel
- 10.9 If appellants have an issue with the appeal process, they can complain to the Secretary of State.

11. Monitoring arrangements

- 11.1 This policy will be reviewed and approved by the Executive Principal each year.

12. Relevant Links

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

<https://www.gov.uk/schools-admissions>

<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>

<https://www.legislation.gov.uk/ukpga/1998/31/contents>

Kepier Academy

Please note that the policy for Kepier Academy was not available when the booklet was published..

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Monkwearmouth Academy

The Local Governing Body of Monkwearmouth Academy is the Admissions Authority for this academy.

We intend to admit up to 180 students into Year 7 in September 2025. This arrangement follows consultation between the Trust Board, the Local Governing Body, the Local Authority and all other schools in the area who are their own Admissions Authority.

All applications must be made using the Local Authority application process by the closing date which is determined annually. Applications received after the closing date will only be considered after all those received by the closing date.

The admissions criteria is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a preference for the school. However, parental preferences cannot be considered where the academy is over-subscribed in a particular year.

Children who have an Education, Health and Care Plan (EHCP) which names Monkwearmouth Academy will automatically be offered a place in the academy.

The admissions criteria agreed if the number of applications exceeds the number of places available is:

1. **A ‘Looked after’ child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order** - a child that is looked-after by a Local Authority in accordance with Section 22(1) of the Children’s Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a **‘Looked after’ child who appears 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 child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. **Children selected on the basis of aptitude**

There are 18 places available in total to learners who fulfil the following criteria on the basis of aptitude.

The individual learner must be identified by a professional football coach who is either employed by the Academy or are a partner provider with Monkwearmouth. A student with aptitude is one who demonstrates a particular capacity to success in playing football. In determining applications the Governing Body will determine if a child has an aptitude

for football, a particular capacity to learn or develop the skills in football and will benefit from the expertise and facilities in the Football Academy.

3. **Attendance in Key Stage 2 in a partner primary school**

Dame Dorothy Primary School

Fulwell Junior School

Grange Park Primary School

Redby Academy

Seaburn Dene Primary School

4. **A sibling link** - an older brother/sister or other child (including adoptive or step sibling) who shares the same parent/carer and lives at the same address, who will still be attending Monkwearmouth Academy at the time of admission.

5. **Exceptional medical or psychological reasons** - you must include a medical or psychological report, prepared by a professional, to confirm information which you include in this section. This report should explain why only this academy can meet your child's medical or psychological needs. Common childhood conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. If you intend to use this criterion when applying, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of a committee of the Local Governing Body).

6. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above, places will be offered on the basis of distance from the centre of the home to the main entrance of the academy, with priority being given to those living closest to the academy. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

Notes

Preference allocation

The Governing Body will adopt an equal preference system, whereby all applications are considered at the same time irrespective of the order of preference. Therefore, all applications will be considered equally against the admission criteria. If a student qualifies for a place at more than one school, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where it is not possible to make an offer at a chosen school, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until the 31st December, after students start Y7 in September.

Parents who are unsuccessful in securing a place have a statutory right of appeal. Information will be included within the notification letter and is also available from the School Admissions Team.

Oxclose Community Academy

The Board of the Discover Learning Trust is the Admissions Authority for Oxclose Community Academy.

We intend to admit up to 210 pupils into Year 7 in September 2025. This arrangement follows consultation between the Trust Board, the Local Authority and all other schools in the area who are their own Admissions Authority in the area.

All applications must be made using the Local Authority Application Process by the closing date which is determined annually. Applications received after the closing date will only be considered after all those received by the closing date.

Children who have an Education, Health and Care Plan (EHCP) which names Oxclose Community Academy will automatically be offered a place in the academy.

Admissions criteria will only be applied if there are more preferences expressed than places available. The following criteria will be applied in that case:

1. **A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order - a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted - a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society**

2. **Attendance in Key Stage 2 - (ages 7–10 years) at a designated cluster primary.**

Blackfell Primary

George Washington Primary

Holley Park Academy

Lambton Primary

Oxclose Primary Academy

Springwell Village Primary

3. **A sibling link** - an older brother/sister or other child (including adoptive or step sibling) who shares the same parent/carer and lives at the same address, who will still be attending Oxclose Community Academy at the time of admission.
4. **Exceptional medical or psychological reasons** - you must include a medical or psychological report, prepared by a professional, to confirm information which you include in this section. This report should explain why only this academy can meet your child's medical or psychological needs. Common childhood conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. If you intend to use this criterion when applying, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of the Academy Trust Board).
5. **Children of a member of school staff who has been employed for two years or more at the time at which the application for admission to school is made.**
6. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above categories places will be offered on the basis of distance from the centre of the home to the main entrance of the academy, with priority being given to those living closest to the academy. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

Notes

Preference allocation

The Trust Board will adopt an equal preference system, whereby all applications are considered at the same time irrespective of the order of preference. In the event that more than one preference can be met then a place will be offered at the parent's highest ranking school. Other preferences will then be disregarded.

Where it is not possible to offer at a school, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until the end of the autumn term, after the children start school in September.

Parents who are unsuccessful in securing a place have a statutory right of appeal. Information will be included within the notification letter. Further details of the appeals process are available by writing to the Chair of Governors at the Academy address.

False or fraudulent information

Where an application contains false or fraudulent information the Governing Body reserve the right to remove the academy place.

Red House Academy

Introduction

Northern Education Trust ('the Trust') is 'Outcomes Focused, Child Centred' and recognises that all children, regardless of background or ability, have a common entitlement to an accessible broad and balanced curriculum, and should be fully included in all aspects of daily academy life. No child is offered or refused a place on the basis of his or her general ability.

1.1 As the admission authority, the Trust Board has overall responsibility for all admissions in Northern Education Trust academies.

1.2 Trust Vision and Values

We constantly focus on standards as we understand outcomes are paramount. Our decision-making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

The 10 values which underpin our vision can be seen on our website here - <https://www.northerneducationtrust.org/about-us/vision-values/>

Scope and purpose of the policy

2.1 This policy aims to explain how to apply for a place at the academy; it sets out the academy's arrangements for allocating places and explains how to appeal against a decision not to offer a child a place. The academy enters into an agreement with the local authority (LA) who administer many aspects of this policy on behalf of the trust, including, but not exclusive to, the receipt of applications; correspondence to parents/carers; the recruitment, training and appointment of appeal panel members and arrangements for the appeals process to be independently administered and clerked.

2.2 This policy may be amended in writing at any time following a decision of the Schools Adjudicator and the trust.

2.3 This policy is based on mandatory requirements and Department for Education (DFE) statutory guidance, School Admissions Code 2021 & School Admission Appeals Code 2012 ("the Codes").

2.4 The trust, through its agreement with the LA, will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the Codes as they apply at any given time; and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to "admission authorities" shall be deemed to be references to the trust.

- 2.5 The trust, and all academies within the trust, are required by the funding agreement to comply with the Codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with the funding agreement and the trust's Articles of Association.
- 2.6 This policy must be published on the academy website.
- 2.7 There is a statutory requirement to have this policy in place in multi-academy trusts.
- 2.8 The academy will take part in the Admissions Forum set up by the LA and will have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol. The fair access protocol will take precedence over existing waiting lists. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.
- 2.9 Notwithstanding any provision in this agreement, the Secretary of State may:
- Direct the trust to admit a named student to the academy on application from the LA, where it considers that an academy will best meet the needs of any child.
 - Direct the trust to admit a named student to the academy if the trust has failed to act in accordance with this policy or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
- 2.10 Through its agreement with the LA, the trust shall ensure that parents and 'relevant children' will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the trust. The Independent Appeal Panel will be independent of the trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the DFE as it applies to academies. The determination of the appeal panel is binding on all parties.
- 2.11 The trust shall ensure that guidance is available for parents and relevant children about how the appeals process will work and will provide them with a named contact who can answer any enquiries they may have about the process.
- 2.12 In paragraphs 2.10 and 2.11 above, 'relevant children' means children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the Academy.

Roles and responsibilities

- 3.1 As the admission authority, the Trust Board has overall responsibility for all admissions, including:
- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of students into the academy.
 - Overseeing, and determining admissions arrangements that clearly set out how children will be admitted to the academy, including the criteria that will be applied if there are more applicants than places at the academy.
 - Ensuring that the oversubscription criteria does not discriminate against any child.
 - Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
 - Publishing the admissions arrangements on the academy website, including the oversubscription criteria.
 - Publicly consulting on any proposed changes to the admissions arrangements.
 - Clearly communicating any reasons for rejecting the admission of a student, as well as the parent's right to appeal and the appeal process (via the LA).
 - Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- 3.2 Responsibility for the decision related to entry to the academy is delegated from the Trust Board to the principal of the academy.
- 3.3 It is the responsibility of the principal to carry out the requirements of this policy when requests are made by parents/ carers for admissions to full-time education for their child.
- 3.4 The executive principal is accountable for ensuring the effectiveness of this policy and compliance with it.
- 3.5 The Schools Adjudicator is a statutory office-holder who is appointed by the Secretary of State for Education but is independent. The Schools Adjudicator provides advice on requests to the Secretary of State by LAs to direct academies to admit children. They are responsible for: -
- Acting in line with the relevant legislation and guidance pertaining to admissions to the academy.
 - Receiving concerns and objections regarding the admission of students and making a direction to the trust as a result of these concerns and objections.

Applying for a place at the academy

- 4.1 Parents have a right to apply for a place at the academy.
- 4.2 If the academy is undersubscribed, then any parent who applies for a place for their child will be offered a place at the academy.
- 4.3 If the academy is oversubscribed, the trust (through its agreement with the LA) will rank applications in order against the published admission arrangement and oversubscription criteria, further details of which are set out below under paragraph 7.
- 4.4 Unsuccessful parents will be notified of the reason(s) for rejecting their application for a place at the academy, and will be given the right to appeal to an independent appeal panel (arranged through the trust's agreement with the LA).

Procedure for determining admission arrangements

5.1 Consultation

- 5.1.1 The trust shall set the admission arrangement annually. Subject to 5.1.3 it shall consult the following parties regarding the academy's proposed admission arrangements for a minimum of six weeks between 1 October and 31 January in the determination year (which is defined as "the school year immediately preceding the offer year", which is the school year in which the trust determines the admission arrangements): -
 - 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) the local authority;
- 5.1.2 Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.
- 5.1.3 Consultation in line with paragraph 5.1.1 is not required in any year where the following conditions are met:
 - There have been no changes, or proposed changes, since the last consultation; and
 - The published admission number (PAN) is increasing;

and provided always that the admission arrangements have previously been consulted upon within the preceding seven years.

5.1.4 As soon as any changes are proposed to be made to admission arrangements, (with the exception of an increase to the published admission number, which does not require consultation), the consultation process and timeframe must be followed for the next determination year.

5.2 Determination of admission arrangements

5.2.1 Where changes are proposed to the existing admission arrangements, the trust will consider comments and representations made by those consulted in accordance with paragraph 5.1.1 before determining the admission arrangements for the academy.

5.2.2 The trust will determine the academy's admission arrangements annually by 28 February of the determination year and will notify consultees listed in paragraph 5.1.1 what has been determined within 14 days of that decision being made.

5.3 Representation & admission arrangements

5.3.1 Where the trust is required to consult with the consultees listed in paragraph 5.1.1, if any of those persons or bodies objects to the academy's admission arrangements, including the proposed admission number, they can make representations to the Schools Adjudicator. Any representations must be made by 15 May in the determination year.

5.4 Publishing the admission arrangements

5.4.1 The trust will send a copy of the determined admission arrangements to the LA and will publish a copy of the determined admission arrangements on the academy's website by 15 March in the determination year and published for the whole offer year.

5.5 Schools adjudicator's power to accept, modify or reject admission arrangements

5.5.1 Where the Schools Adjudicator has received any representations made in accordance with paragraph 5.3.1, the Schools Adjudicator must consult the trust on such representations. Following such consultation, by 31 July in the determination year the Schools Adjudicator may direct that the trust amends the proposed admission arrangements for the academy. The trust shall comply with any such direction.

5.6 Publication of admission arrangements

5.6.1 The academy shall each determination year publish their agreed admission arrangements by:

- Copies being made available to persons consulted in paragraph 5.1.1
- Copies being made available to primary and secondary schools in the LA area
- Copies being sent to the offices of the LA
- Copies being made available without charge on request
- A copy being uploaded to the academy's website.

5.6.2 The published admission arrangements will set out:

- The name and address of the academy and contact details
- A summary of the admission policy, including full oversubscription criteria
- Numbers of places and applications for those places in the previous year and
- Arrangements for hearing appeals.

5.7 Proposed changes to admission arrangements after arrangements have been published

5.7.1 Subject to paragraph 5.7.2, once the academy's admission arrangements have been determined for a particular year and published, the trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- The trust has consulted those who are required to be consulted under paragraph 5.1.1 above on the proposed variation;
- Following such consultation, the trust referred the proposed change to the Schools Adjudicator setting out:
 - The proposed change
 - Reasons for wishing to make such a change
 - Any comments or objections to the proposal from those consulted.

5.7.2 The trust shall follow any direction of the Schools Adjudicator to vary the academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

5.7.3 Any changes to the academy's admission arrangements brought about through the variation processes in paragraphs 5.7.1 or 5.7.2 above must be published in the academy prospectus and on its website and be communicated within 7 days to those persons who must be consulted under paragraph 5.1.1.

- 5.7.4 A parent of a child who has attained the age of two but is not above compulsory school age and who has been, is, or will be eligible to apply to be admitted to the academy, may make representations to the Schools Adjudicator that any aspect of the academy's admission arrangements do not comply with the relevant provisions of admissions law or the Codes.
- 5.7.5 Where a representation is made in accordance with paragraph 5.7.4, the Schools Adjudicator may, after consulting the trust, direct that the trust modify its arrangements for the admission of students to the academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The trust must comply with any such direction.

Procedure for admitting students

6.1 Published Admission number

- 6.1.1 The trust has the following published admission number for the academy for the year 2025–2026 and, subject to any changes required by the Schools Adjudicator, for subsequent years:

120 for students in Year 7.

- 6.1.2 The academy may admit above their PAN through in-year admissions. The PAN only applies to the relevant age group. This means that the academy may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

In any specific year, the trust may set a higher admission number than the academy's published admission number for an applicable year group. Before setting an admission number higher than its published admission number, the trust will notify the LA of any proposed increase and following such notification, will reference any changes on the academy website. The trust will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

- 6.1.3 The Trust Board will consult those bodies listed at paragraph 5.1.1 on any proposal to decrease the academy's published admission number. Consultation with the bodies at paragraph 5.1.1 will not occur where it is proposed to increase or keep the same published admission number.

6.2 Process of application

6.2.1 Arrangements for applications for places at the academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the LA. Parents will be provided with a CAF by the LA where they will note a minimum of three preferred schools in rank order. The schools do not have to be located in the LA area where the parents live. Parents are not guaranteed to have their preferences met. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

6.2.2 The trust will use the LA timetable for applications to the academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within the LA, as agreed by the Admissions Forum, LA, local schools and academies.

- By September - the trust will publish in the academy prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2023 for admission in September 2024). This will include details of open evenings and other opportunities for prospective students and their parents to visit the academy. The trust will also provide information in relation to the academy to the LA for inclusion in the composite prospectus, as required
- September/October - the trust will provide opportunities for parents to visit the academy
- 31 October - Deadline for secondary school places - where the CAF is required to be completed and returned to the student's home LA. This process is administered by the LA on behalf of the Trust
- The academy requests the list of names who have made applications from the LA
- February - the LA applies the published admission arrangement and its agreed scheme for LA maintained schools, informing other LAs of offers to be made to their residents
- 1 March - national offer day for secondary school places, where parents are notified of any offers.

6.2.3 There is a national closing date for applications of 31 October for secondary school applications. The academy will ensure its application processes enable parents to apply before these deadlines.

6.3 Consideration of applications

6.3.1 Where fewer than the published admission number(s) for the relevant year groups are received, the trust will offer places at the academy to all those who have applied. The Trust Board will not refuse admission for a child on the basis that:

- They have applied later than other applicants
- They are not of the faith of the academy
- They followed a different curriculum at their previous school
- Information has not been received from their previous school.

6.3.2 For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available
- The application must be accompanied with an official letter confirming the relocation date
- The address at which the child will live will be used when considering the application against the oversubscription criteria - a Unit or quartering address must be used where this is requested by the child's parent
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

6.3.3 An offer will only be withdrawn if it has been made in error, a parent has not responded within a reasonable period of time, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the trust will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the academy in the first term of the new academic year, the academy may withdraw the place. If the fraudulent application is found after this time, the student will not be removed.

Procedures for when the academy is oversubscribed

7.1 Admissions to Year 7

7.1.1 Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with Special Educational Needs where the academy is named on the Education, Health Care Plan, the criteria will be applied in the order in which they are set out below:

- a) A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order - a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted - a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
- b) Admission of students who need specialist provision due to their complex needs. These criteria apply to students who have Special Educational Needs, who do not have an Education, Health Care Plan and through an agreed local authority and academy review process have been identified as in need of a 'named' mainstream school that can offer the relevant support and resources.
- c) Admission of students whose siblings currently attend the academy and who will continue to do so on the date of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
 - Have one or both natural parents in common
 - Are related by a parent's marriage
 - Are adopted or are fostered
 - Their parents are married/co-habiting and children permanently live together in the same household, including step-siblings
 - Are children of the same household who permanently live at the same address.
- d) Children who attend a Partner Primary School linked to the academy, <https://www.sunderland.gov.uk/article/13000/school-admissions>

- e) Students who have social or medical reasons for being admitted to the academy which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. For each case the academy will need proof from an independent person such as a medical specialist who has been involved with the child over a period of time, a social worker, an attendance officer or another professional. The academy will not offer places within this category, based on a child's ability or intelligence.
- f) If the academy becomes oversubscribed within a single criterion, it will prioritise on the basis of the proximity of the *normal address to the academy closest first. The distance, which determines how close a student lives to the academy, is the measurement from the main entrance of the student's normal address to the main entrance of the academy. Distance is measured by the shortest safest walking distance, using a Geographical Information System (GIS) This uses Ordnance Survey maps and Local Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

*(Normal address: Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week i.e. Sunday night to Thursday night inclusive. Child care arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place. The qualification date is the closing date for applications under the coordinated admissions scheme. Where families change normal address after the closing date but before the allocation process has finished, this can be considered under the LA's co-ordinated scheme.)

- g) Children whose normal address is outside the catchment area, based on distance from the academy, using the distance calculation and approach set out in point (f)

Tie breaker - In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the distance between the academy and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the academy. Distance will be measured as outlined above in point f. Where the distance between 2 children's homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified.

- 7.1.2 Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy. The Appeal Panel will be independent of the academy and administered by the LA. The arrangements for appeals will be in line with the School Admission Appeal Code 2012. The determination of the appeal panel will be made in accordance with the Schools Admission Appeals Code and is binding on all parties. Guidance will be available for parents about how the appeals process will work and provide parents with a named independent contact who can answer any enquiries parents may have about the process.

7.2 Operation of Waiting Lists

- 7.2.1 Where in any year more applications for places are received than they are available, a waiting list will operate for each year group for one academic year during which time it will be the responsibility of the applicant's parent/carer to inform the academy (via the LA) of their wish for their child to remain on the shortlist.
- 7.2.2 After one year the applicant's name will be removed from this waiting list unless the LA has heard from the parent. This waiting list will be maintained by the LA on behalf of 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.
- 7.2.3 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 7.1 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.
- 7.2.4 The academy will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The academy may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.
- 7.2.5 The academy may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that the academy has good reason to believe that the child may display challenging behaviour that may adversely affect the provision the academy can offer. In this case, the academy will refer these students to the Fair Access Protocol. The academy will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the academy.

Requests for admission outside the normal age group

- 8.1 From 2011-2012 LAs have co-ordinated admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect academies' right to determine which applicants have priority for admission.
- 8.2 Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the academy will consider all such applications and if the year group applied for has a place available, admit the child unless the Fair Access Protocol applies. If more applications are received than there are places available, the oversubscription criteria in paragraph 7.1 shall apply. Parents whose applications are turned down shall be entitled to appeal.

- 8.3 Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the academy but it is not in their preferred age group.

In year admissions

- 9.1 Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the academy will be admitted.
- 9.2 Likewise, if there are spaces available in the year group applied for, the child will be offered a place.
- 9.3 If there are no spaces available at the time of the application, the child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the children on the waiting list in accordance with the oversubscription criteria listed in section 7.1 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.
- 9.4 Applications for in-year admissions can be completed by downloading a form from the link below

<https://www.sunderland.gov.uk/article/13011/Secondary-school-transfer-application-form>

and should be sent to the following address:

School Admissions Team, City Hall, Plater Way, Sunderland SR1 3AA

or email to: school.admissions@sunderland.gov.uk

- 9.5 Parents will be notified of the outcome of in-year application in writing within 15 school days. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the academy but it is not in their preferred age group.
- 9.6 The academy will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.
- 9.7 Where the academy is participating in the LA coordination scheme, it will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The academy will also provide information to parents about how they can find details on the relevant scheme.

Appeals

- 10.1 If an application for a place at the academy is unsuccessful, parents will be informed why admission was refused and given information about the process for hearing appeals. If a parent wishes to appeal, they must set out the grounds for the appeal in writing and send it to the following address:

Clerk to the School Admission Appeals Panel, City Hall, Sunderland SR1 3AA

Email school.appeals@sunderland.gov.uk

- 10.2 Details of the academy's appeals timetable on the following webpage:

[Link to the appeals timetable, which is not currently live but will state

For September 2024 admissions, your appeal should be completed and returned by no later than 3 April 2024 (secondary). If it is received after these dates, it may be heard after the other appeals.

- 10.3 The appeals panel will be convened by the LA and will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice. More information on the appeals process can be found here <https://rha.northerneducationtrust.org/information/admission-arrangements>
- 10.4 The appeals panel must not have a vested interest in the outcome of the hearing.
- 10.5 When reaching a decision, due regard will be given to section three of the 'School Admission Appeals Code'
- 10.6 Appeals decisions will either be upheld or dismissed - there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote
- 10.7 The final decision and accompanying reasons will be communicated in writing to the appellants, the academy and the LA.
- 10.8 If a child is alleged to have been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel
- 10.9 If appellants have an issue with the appeal process, they can complain to the Secretary of State.

Monitoring arrangements

11.1 This policy will be reviewed and approved by the Executive Principal each year.

Relevant Links

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

<https://www.gov.uk/schools-admissions>

<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>

<https://www.legislation.gov.uk/ukpga/1998/31/contents>

Sandhill View Academy

The Academy Council of Sandhill View Academy will be the Admission Authority for this Academy. The Academy Council intends to admit up to 150 students to Year 7 in September 2025. The Academy is completely non-selective and accepts all children.

Where a pupil has an Education, Health & Care Plan need a naming school -
The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a first choice preference for the Academy. However, parental preference cannot be considered where the Academy is over-subscribed in a particular year.

The Academy Council, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority. However there is no guarantee of a place for children living in our priority admissions area or attending the named feeder schools.

- **A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order -** a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted - a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
- **Attendance in Key Stage 2 (aged 7-10+) at a designated cluster junior or primary school namely:**

Broadway Junior
Hasting Hill
Plains Farm and
Thorney Close
- **A sibling link -** an older brother/sister or older child that shares the same parent/carer and lives at the same address, who will be attending Sandhill View Academy at the time of admission.

- **Exceptional medical or psychological reasons** (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school can meet your child’s medical or psychological needs. Common childhood medical conditions such as asthma or giving a child’s or giving a child’s nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of the Admission Authority).
- **Students for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore, all applications will be considered equally against the admission criteria. If a pupil then qualifies for a place at more than one school, the parent’s highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where it is not possible to offer at a school, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until the 31st December, after the children start Y7 in September.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter but are also available from the Local Authority School Admissions Team and on the Sandhill View Academy website.

Southmoor Academy

The Academy Council of Southmoor Academy will be the Admission Authority for this Academy. The Academy Council intends to admit up to 240 students to Year 7 in September 2025. The Academy is completely non-selective and accepts all children.

Where a pupil has an Education, Health & Care Plan need a naming school - The admission of pupils with an Education, Health and Care Plan is dealt with by a separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a first choice preference for the Academy. However, parental preference cannot be considered where the Academy is over-subscribed in a particular year.

The Academy Council, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority. However, there is no guarantee of a place for children living in our priority admissions area or attending the named feeder schools.

- **A 'looked after 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) at the time of making an application to a school. **A 'looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order** - a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) or a **'looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted** - a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- **Attendance in Key Stage 2 (aged 7–10+) at a designated cluster junior or primary school namely:**

Grangetown Primary School
Hill View Junior Academy
Valley Road Academy

- **A sibling link** - an older brother/sister or older child that shares the same parent/carer and lives at the same address, who will be attending Southmoor Academy at the time of admission.
- **Exceptional medical or psychological reasons** (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).
- **Children of staff employed at the Academy** for two or more years at the time at which the application for admission is made and/or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage, and/or the member of staff has relocated.
- **Students for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore, all applications will be considered equally against the admission criteria. If a pupil then qualifies for a place at more than one school, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where it is not possible to offer at a school, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until the end of the Autumn term, after the children start Year 7 in September.

Parents can apply for a place for their child at any time outside of the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the academy will be admitted. Likewise, if there are spaces available in the year group, the child will be offered a place. If there are no places available at the time of the application, the child will be added to a waiting list for the relevant year group. If a place becomes available, it will be filled by one of the pupils on the waiting list in accordance with the same oversubscription criteria listed above, as applied in the normal admissions round.

The academy will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8).

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour

that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

We participate in Sunderland local authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

Parents who are refused a place for their child, have a statutory right of appeal. Further details of the appeals process will be included with the notification letter but are also available from the Local Authority School Admissions Team and on the Southmoor Academy website.

St Aidan's Catholic Academy

St Aidan's Catholic Academy was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust as part of the Catholic Church in accordance with its trust deed and articles of association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Catholic Feeder Primary Schools:

The primary schools of Monkwearmouth Partnership:

- St. Mary's Catholic Primary (Meadowside)
- St. Joseph's Catholic Primary (Millfield)
- St. Leonard's Catholic. Primary (Silksworth)
- St. Patrick's Catholic Primary (Ryhope)
- St. Cuthbert's Catholic Primary (Grindon)
- St. Anne's R.C. Primary (Pennywell)
- St. Benet's R.C. Primary (Fulwell)
- English Martyrs Catholic Primary (Red House)
- St. John Bosco Catholic Primary (Town End Farm)

Published Admission Number

The admissions authority has set its published admission number (PAN) at 180 pupils to year seven in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who attend a Catholic feeder primary school (see note 3&12)
3. Other Catholic children (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Other children who attend a Catholic feeder primary school. (see note 12&13)
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)

- ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie Breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 1 March 2025 or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31 October 2024.

Late Applications

Late applications will be administered in accordance with the home local authority coordinated admissions scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The admissions authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. A School Transfer Application Form should be completed and forwarded to the School Admissions Team at School Admissions Team, City Hall, Sunderland SR1 3AA. [www.staidanscatholicacademy.co.uk]

Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number.

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes and definitions

1. **An Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after** child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. To demonstrate an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
12. **Catholic Feeder Primary Schools:**

The primary schools of Monkwearmouth Partnership:

- St. Mary's Catholic Primary (Meadowside)
- St. Joseph's Catholic Primary (Millfield)
- St. Leonard's Catholic. Primary (Silksworth)
- St. Patrick's Catholic Primary (Ryhope)
- St. Cuthbert's Catholic Primary (Grindon)
- St. Anne's R.C. Primary (Pennywell)
- St. Benet's R.C. Primary (Fulwell)
- English Martyrs Catholic Primary (Red House)
- St. John Bosco Catholic Primary (Town End Farm)

13. Children who are not Catholic attending a Catholic feeder primary school.

This policy should be read in conjunction with the local authority’s admission guidance for parents.

St. Anthony's Girls' Catholic Academy

St Anthony's Girls' Catholic Academy was founded by the Sisters of Mercy to provide education for children from catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust as part of the Catholic Church with its trust deed and articles of association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic School, we aim to provide Catholic education for all our pupils. At a catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Catholic Feeder Primary Schools:

The primary schools of Monkwearmouth Partnership:

- St. Mary's Catholic Primary (Meadowside)
- St. Joseph's Catholic Primary (Millfield)
- St. Leonard's Catholic. Primary (Silksworth)
- St. Patrick's Catholic Primary (Ryhope)
- St. Cuthbert's Catholic Primary (Grindon)
- St. Anne's R.C. Primary (Pennywell)
- St. Benet's R.C. Primary (Fulwell)
- English Martyrs Catholic Primary (Red House)
- St. John Bosco Catholic Primary (Town End Farm)

Published Admission Number:

The admissions authority has set its published admission number (PAN) at 210 pupils to year seven in the school year which begins September 2025.

Pupils with an Education, Health and Care Plan (see Note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after and previously looked after children (see notes 2 and 3).
2. Catholic children who attend a Catholic feeder primary school (see note 3&12).
3. Other Catholic students (see note 3).
4. Other looked after and previously looked after students (see note 2).
5. Catechumens and members of an Eastern Christian Church (see notes 4 and 5).
6. Other children who attend a Catholic feeder primary school (see note 12&13)
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6).
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7).
9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)

- (ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie breaker:

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Application procedure and timetable:

To apply for a place at the school in the normal admission round (not in-year applicants), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on March 1st 2025 or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at the school the parent ranked higher) the parent will be informed of the decision, related to the over-subscription criteria listed, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must be correct at the date of closing for applications.

All applications, which are submitted on time, will be considered at the same time and after the closing date for admissions which is 31st October 2024.

Late applications

Late applications will be administered in accordance with the local authority co-ordinated admissions scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems e.g. ill-health.

Any request should be made in writing to the headteacher of the school. The admissions authority will make its decision about the request based upon the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has a statutory responsibility for the internal organisation, management and control of the school, the admissions authority will take into account the views of parents and of the appropriate medical and educational professionals.

Waiting lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in the order of the oversubscription criteria set out below and not in order in which the applications are received or added to the list. Waiting lists for admission will operate throughout the year. The waiting list will be held open until the last day of the summer term. Inclusion of the school's waiting list does not mean that a place will eventually become available.

In-year applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Mrs C Donkin on 0191 565 8904. [www.st-anthonys-academy.com] Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out below, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right to appeal to an independent panel.

Right of appeal

Where a parent has notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair access protocol

The school is committed to taking its fair share of children who are vulnerable/hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would exceed the published admission number.

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where the child is already attending the school, the place itself, where it is satisfied that the offer of a place was obtained by deception.

Notes and Definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a student.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any student who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. students with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the student on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. Children of **other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. Children of **other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

A religion which involves belief in more than one God, and

A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **home address** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a student, and any person who has care of a student (having care of a student means that the student lives with and is looked after by that person).
11. To demonstrate an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
12. **Catholic Feeder Primary Schools:**
- The primary schools of Monkwearmouth Partnership:
- St. Mary's Catholic Primary (Meadowside)
 - St. Joseph's Catholic Primary (Millfield)
 - St. Leonard's Catholic. Primary (Silksworth)
 - St. Patrick's Catholic Primary (Ryhope)
 - St. Cuthbert's Catholic Primary (Grindon)
 - St. Anne's R.C. Primary (Pennywell)
 - St. Benet's R.C. Primary (Fulwell)
 - English Martyrs Catholic Primary (Red House)
 - St. John Bosco Catholic Primary (Town End Farm)
13. Children who are not Catholic attending a Catholic feeder primary school.

This policy should be read in conjunction with the local authority's admission guidance for parents.

St. Robert of Newminster Catholic School

St Robert of Newminster Catholic School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

The admission policy criteria will be dealt with on an equal preference basis.

Parishes served by the school:

- St. John XXIII, Washington/Penshaw
- St. Mary's, Easington Lane
- St. Michael's, Houghton-le-Spring

A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Catholic Feeder Primary Schools:

- Our Lady Queen of Peace RC VA Primary School
- St Bede's Roman Catholic Primary School
- St John Boste RC Primary School
- St Joseph's RC Primary School Washington
- St Michael's RC Voluntary Aided Primary School

Published Admission Number

The admissions authority has set its published admission number (PAN) at 210 pupils to year seven in the school year which begins in September 2025.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are insufficient places available to meet all parental preferences, priority for admission will be given to those children who meet the criteria set out below, in the following order:

1. Catholic looked after and previously looked after children. (See notes 2&3)
2. Catholic children who are attending a Catholic feeder primary school. (See note 3&13)
3. Catholic children who are resident in the parishes served by the school. (See note 3)
4. Other Catholic children.
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (See notes 4&5)
7. Other children attending a Catholic feeder primary. (see note 13&14)
8. Children who have a sibling in Years 7 to 11 attending the school at the time of admission. (See note 9)
9. Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made. (See note 11)
10. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (See note 6)
11. Children of other faiths, whose membership is evidenced by a minister or faith leader. (See note 7)
12. Other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 12)
- (ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)

Tie-breaker

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 1 March 2025 or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31 October 2024.

Please note: This policy should be read in conjunction with Sunderland City Council's School Admission Guide for Parents which can be found at www.sunderland.gov.uk or by telephoning Tel: 0191 520 5553

Late Applications

Late applications will be administered in accordance with the home local authority coordinated admissions scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The admissions authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st December 2025. Inclusion on the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. A School Transfer Application Form should be completed and forwarded to the School Admissions Team City Hall, Sunderland SR1 3AA. [www.strobertofnewminster.co.uk] Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number.

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's "**home address**" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. A **member of school staff** includes all school staff who are under the direct employment of the admissions authority of St Robert of Newminster Catholic School and Sixth Form College, Washington.
12. To demonstrate an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
13. **Catholic Feeder Primary Schools:**
 - Our Lady Queen of Peace RC VA Primary School
 - St Bede's Roman Catholic Primary School
 - St John Boste RC Primary School
 - St Joseph's RC Primary School Washington
 - St Michael's RC Voluntary Aided Primary School

14. Children who are not Catholic attending a Catholic feeder primary school.

This policy should be read in conjunction with the local authority's admission guidance for parents.

Thornhill Academy

The Published Admission Number (PAN) for September 2025 is 210.

1. **A ‘Looked-after’ child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order** - a child that is looked-after’ by a Local Authority in accordance with Section 22(1) of the Children’s Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a ‘Looked-after’ child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted - a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
2. **Attendance in Key Stage 2 (age 7–10+) at a designated cluster junior or primary school**
3. **A sibling link** - an older brother/sister or older child (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.
4. **Exceptional medical or psychological reasons** (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school can meet your child’s medical or psychological needs. Common childhood medical conditions such as asthma or giving a child’s or giving a child’s nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form.
5. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

NOTES

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil then qualifies for a place at more than one school, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where it is not possible to offer at a school, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until the 31st December, after the children start Y7 in September.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter but are also available from the School Admissions Team.

Where a pupil has an Education, Health & Care Plan need naming a school, a place will be offered at that school (subject to confirmation by the SEN Unit).

Venerable Bede Church of England Academy

The quality of relationships between all members of school staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of the schools in our Trust. It is expressed in the terms of sharing and caring. In the Church schools in our Trust, we follow the teachings of:

‘Love your neighbour as yourself’ – Matthew 22:39.

‘This is my commandment: love each other’ – John 15:17.

In our schools we believe every pupil is an individual who is valued for who they are.

We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community which the school seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks including in our Church schools in ways which reflect the Gospel. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that both Christian and spiritual love will pervade all aspects of life at Northern Lights Learning Trust. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the school environments are created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team. Pastoral care pervades all aspects of school life and therefore will be reflected in the way the schools are organised and the policies are written and implemented.

Northern Lights Learning Trust will be the Admissions Authority for this academy.

Venerable Bede CE Academy intends to admit up to 180 pupils into Year 7 in September 2025.

We believe that our academy is inclusive and all children are welcome. We are a neighbourhood academy; open to all.

Although we are a Church of England academy with a distinct Christian ethos, you do not need to be baptised or be a practising Christian to apply for a place.

“The needs of each pupil are carefully considered in the light of the academy’s motto ‘Soar to the Heights Together’. As a result, decisions are made in the very best interests of the individual so that he/she is enabled to succeed as a child of

God in, and beyond, the academy community”.

Quote from SIAMS inspection June 2017

All children who apply will be offered a place unless the academy is oversubscribed.

Application Process

Applications must be made online via the City of Sunderland website or, alternatively on the Local Authority Application Form and returned to the Local Authority.

Children with a Statement of Special Educational Need (SEN) or with an Education Health Care Plan (EHCP) which names the academy, must be admitted. Oversubscription criteria must not disadvantage pupils from a particular social or racial group, or children with SEN or a disability.

If the academy is oversubscribed, then the following criteria will be applied:

1. CHILDREN IN CARE/ADOPTED CHILDREN

A ‘Looked-after’ child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order - a child that is looked-after’ by a Local Authority in accordance with Section 22(1) of the Children’s Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a ‘Looked-after’ child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted - a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. 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.

2. SIBLING LINKS

Children who will have an older sibling in the school at the time they join or children who have an older sibling in year 11 at the time of application. We define the term sibling to mean an older brother/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.

3. ATTENDANCE IN KEY STAGE 2 (AGED 7 – 10+) AT A DESIGNATED CLUSTER JUNIOR OR PRIMARY SCHOOL.

Our cluster primary schools are Benedict Biscop CE Academy, St Pauls CE Primary School, New Silksworth Academy and Ryhope Junior School.

4. CHILDREN OF MEMBERS OF STAFF

Children of staff members (teaching and non-teaching) who have worked for NLLT. This is only applicable where the member of staff has been employed by the Trust for two years or more at the time of application, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. OTHER CHILDREN

Tie-breaker

Proximity of the child's normal home address (see note 1), as measured by the centre of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system. With those living nearer being given the higher priority, will serve to differentiate between children in criteria 1 to 5 should the need arise. If the distance between two children's homes and the academy is the same, we will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the academy.

Waiting lists

The academy maintains waiting lists ONLY for those children who are not offered a place in year 7, and the parents ask for their child's name to be added to the waiting list. The waiting list will be maintained ONLY until 31 December of the admission year. After this time, and for all other year groups, those seeking a place in the Academy should follow the "Sunderland In Year Application process".

Secondary School Transfer Process

If your child is already of secondary school age and you want them to transfer to Venerable Bede CE Academy, the following procedure will be followed:

1. Parents/carers of the child should make an application to Venerable Bede CE Academy using the agreed applications procedure as outlined by Sunderland City Council (<https://www.sunderland.gov.uk/schools-admissions>).
2. Upon receiving an application for admittance to the academy, an initial meeting will be set up with the appropriate member of the academy's senior leadership team. At this meeting, a decision will be made to determine whether the Managed Move Protocol should be followed to support the pupil's transition from their current secondary school.

Fair access

The academy participates in the Local Authority 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 other child on the waiting list.

With regards to increased emphasis in the 2021 School Admissions Code (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf) in relation to Challenging Behaviour (3.8 – 3.13) and Fair Access Protocol (3.14 – 3.22) the Trust will follow the guidance.

Admission outside of normal age group

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health or have been outside their normal age group throughout primary school. 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. Parents should apply in the normal way together with a written request that the child is admitted outside of his or her normal age group to the requested year group in September the following year providing supporting reasons for seeking a place outside of the normal age group. The Trust may ask relevant professionals 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 group is offered, then there is no right of appeal.

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 Year 7 or the number of places in other year groups in the relevant admission year.

Notes

1. 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.

2. Where an application is found to contain false information, the Trust reserve the right to withdraw their offer of a place.

RIGHT OF APPEAL: 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 Admissions Team via the school reception on 0191 523 9745 and an appeals form can be obtained from them. Please also see our Admissions Appeals Policy and Appeals Timeline for Entry.

Washington Academy

Washington Academy seeks to provide an appropriate education for all young people between the ages of eleven and sixteen years. Its admissions policy is framed to ensure that the education of the majority is not adversely affected by the minority. It is also in line with LA policy and procedures. Washington Academy's Published Admissions Number is 900.

To this end certain criteria regarding admissions have been put in place.

Criteria for Student Admission to Washington Academy

The Local Academy Board of Washington Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

1. 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order - a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
2. 'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted - a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
3. Attendance in Key Stage 2 (age 7-10+) at a designated cluster primary school
4. A sibling link - an older brother/sister or older child (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.
5. Exceptional medical or psychological reasons (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).

6. Pupils for whom preferences are expressed on grounds other than those outlined above.

The Local Academy Board reserve the right to use an effective tie-breaker when dealing with over subscription. Children will be allocated a place based upon the shortest safest walking route from the centre of the parental home residence to the main entrance of the school, with priority being given to those children living closest to the school. Distance will be measured using the Local Authority's Geographical Information System (GIS).

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil then qualifies for a place at more than one school, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where it is not possible to offer at a school, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria and will be held until the end of the Autumn term, after the children start Y7 in September.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter but are also available from the School Admissions Team.

Where a pupil has an Education, Health & Care Plan need naming a school, a place will be offered at that school (subject to confirmation by the SEN Unit).

Admissions will be deferred if:

- a) The child is in receipt of a statement of Special Educational Needs which recommends placement in a special educational setting outside of mainstream education.
- b) The child has a medical condition which prevents him/her from safely attending Washington Academy.
- c) The student has been permanently excluded from another school.
- d) The student has been temporarily excluded from another school, the background to that exclusion being unresolved.
- e) An off-site direction is requested as an alternative to a direct transfer.

Procedures

1. Parents or carers seeking admission on normal transfer from the primary sector do so by means of the Local Authority's arrangements for transfer.
2. All other cases of admission are dealt with by the Headteacher. An interview with the Assistant Headteacher for Pastoral will be organised before a student is admitted. A tour of the Academy by prospective parents/carers and students is available if requested.
3. On initial application by parents/carers to the Academy, an appointment will be made for the parents/carers to meet the Assistant Headteacher for Pastoral. This appointment will be arranged as soon as possible following the initial enquiry, thereby giving the Assistant Headteacher for Pastoral time to complete preliminary enquiries, by telephone, with the student's previous school and/or other agencies involved.
4. The Assistant Headteacher for Pastoral will arrange for contact to be made by telephone, with the child's previous school to receive background information and confirm the reason for application/transfer.
5. On completion of enquiries, when every effort will be made to comply with the previous school's wishes, the Assistant Headteacher for Pastoral will advise the parents that their child can or cannot be admitted.
6. The Assistant Headteacher for Pastoral will advise parents/carers that they must inform the School Admissions Team for Sunderland City Council of the school transfer, clearly stating their reasons.
7. The Assistant Headteacher for Pastoral will ensure that Heads of Year, Heads of Department and the Data and Information Systems Manager are given at least two days' notice of a new starter.
8. The Assistant Headteacher for Pastoral will pass on all relevant details to the new students Head of Year who, along with the Data and Information Systems Manager will ensure the smooth admission and placement of the student.
9. The Assistant Headteacher for Pastoral will apply to the previous school for past records (including SEND) and any completed coursework, where appropriate. Information will be shared with the Head of Year, Heads of Department, SENDCO, and Operational Designated Safeguarding Lead where applicable.

Appeals Process

Please note that this does not apply to children with a statement of SEN or Education, Health and Care Plan. Appeals for these children are dealt with by the SEN and Disability Tribunal.

25. If my child is not offered a place at any of my preferred schools/academies, can I appeal?

Yes - If your child is not offered a place at any of your preferred schools/academies, you have the right to appeal against this decision to an independent appeal panel.

26. How do I do this?

If your preferred school(s) is a Voluntary Aided school or Academy, your letter from the School Admissions Team would have explained that you need to contact the school/academy directly to obtain information about the appeal process.

If your preferred school is outside of the City of Sunderland, your letter from the School Admissions Team would have explained that you need to contact the LA where the school is situated directly to obtain information about the appeals process.

27. What happens next?

Appeal hearings are usually held between May and July but may still be held up to and during the summer holidays. You should complete and return your appeal form as soon as possible, so that an appeal hearing can be arranged.

You will be notified of the date of the appeal hearing at least 2 weeks prior to that date. A week before the hearing is due to take place, you will receive a copy of the LA's statement of case. This will explain why it was not possible to offer your child a place at the school and the implications of more children being admitted above the admission number.

If you are appealing for a place in a Voluntary Aided school or Academy, you will receive a copy of the statement of case for the school or Academy.

28. What happens at the appeal hearing?

The appeal hearings for most Aided schools and Academies are normally held in City Hall and you will be invited to attend. Although there is a process to follow for the appeal hearing, the panel members do try to keep the meeting as informal as possible. It is possible to bring along a friend to support you.

The panel members are trained volunteers and are completely independent of the City Council, Together for Children and schools.

As the decision that is made by the panel members is final, it is very important that you take this opportunity to put forward your reasons for wanting a place in this school/academy.

The panel will consider the school's/academy's case against your reasons and make a decision. You will be notified of the panel's decision in writing within five working days of the hearing.

29. What if my appeal is successful?

If your appeal is upheld (successful) then you have secured a place in the school/academy for your child. Your child's details will be forwarded to the school/academy and they will be included in any visits, etc.

If you have accepted a place in any other school/academy (e.g. second or third preference school), then the offer of this place will be cancelled. Your child's name will be removed from this school/academy's list.

30. What if my appeal is unsuccessful?

If your appeal is dismissed (unsuccessful), this decision is final. Your child will remain on the waiting list in case any vacancies arise.

It is only possible to have one appeal for the same school/academy within the same year group, unless there is a significant change in circumstances.

The School Admissions Team will continue to encourage you to consider other schools/academies for your child, while still remaining on the waiting list for your preferred school/academy.

31. What can I do if I'm unhappy about the Panel's Decision?

There is no further appeal. The letter that you receive explaining the decision of the Appeal Panel will inform you about the limited options that are available.

There is no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels but has a limited power to intervene in very exceptional circumstances.

The Local Government Ombudsman is not able to overturn an appeal panel's decision but can investigate written complaints about maladministration on the part of an admission appeals panel in respect of Community Schools. Currently the Education and Skills Funding Agency (ESFA) are appointed to investigate complaints about Academy Independent Admission Appeal Panels on behalf of the Secretary of State. This is not a right of appeal and has to relate to issues such as a failure to follow correct procedures or a failure to act independently, rather than complaints where you simply feel that the wrong decision has been made.

General school related issues

32. My child has got a place in a school/academy, what happens next?

Once you have been offered and accepted a place in a school/academy, you will receive no further correspondence from the Schools Admissions Team. You will receive information from the school/academy about visits, uniform, etc. This will happen during the summer term. Your child will be invited to attend the school/academy for a visit and you will receive information about tutorial groups, start and finish times, term dates, etc.

33. Will I be able to get any help towards the cost of the uniform?

Provision of a grant towards the cost of a school uniform is no longer available from Sunderland City Council or Together for Children. School governing bodies and Academy Trust Boards now determine the uniform policy of each individual school/academy.

34. Is there any help towards the cost of school dinners?

In England children whose parents receive the following support payments may be entitled to receive free school meals:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - household income must be less than £7,400 a year (after Tax and not including any benefits you get)

If your child is eligible for and receiving free school meals at any time before 31 March 2025, they'll remain eligible until this date.

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Please apply if you get any of these benefits - your child's school can also get extra funding if you do. Free school meals are only available to school aged children (Reception onwards).

Complete your application by visiting the Family Portal: www.togetherforchildren.org.uk/parents-carers/free-school-meals

or email freeschoolmeals@togetherforchildren.org.uk

Change in free school meal guidance for households with no recourse to public funds (NRPF)

The following groups may be entitled, subject to maximum income thresholds

Zambrano carers

Families who have no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights

Families receiving support under Section 17 of the Children Act 1989 who are also subject to a no recourse to public funds restriction

A subset of failed asylum seekers supported under Section 4 of the Immigration and Asylum Act 1999

Chen carers

Families holding a BN(O) passport

Spousal visa holders

Work visa holders

Student visa holders

Those with no immigration status

The maximum income threshold differs based on the number of children that your family has.

Income thresholds

Annual household income thresholds for families able to work are:

£22,700 for families with 1 child

£26,300 for families with 2 or more children

Please contact the free School Meals Team for a self-declaration form, which should be signed and submitted with evidence of earnings or financial support.

For more information on Free School Meals entitlement please contact Together for Children - Free School Meals. Tel: 0191 561 1417 or email: freeschoolmeals@togetherforchildren.org.uk

35. I am on a low income, will I qualify for any help towards the cost of my child travelling to school?

If you qualify for free school meals (see previous page) or are in receipt of the highest level of Working Tax Credit, your child will be provided with free home to school transport if the school they attend is one of the three nearest to their ordinary place of residence; and that school is more than two miles but below six miles from their ordinary place of residence.

If you think that your child would qualify, please contact the School Transport Team on (0191) 561 2284 for more information.

36. I would like my child to attend a school on the grounds of my religion or belief. Would I be entitled to any help towards the cost?

If you qualify for free school meals (see previous page) or are in receipt of the highest level of Working Tax Credit, your child will be provided with free home to school transport if the school they attend is their nearest suitable school preferred on the grounds of religion or belief where their home address is more than two miles but not more than 15 miles from that school.

If you think that your child would qualify, please contact the School Transport Team on (0191) 561 2284 for more information.

37. My child uses the bus to get to school, do they need a bus pass?

If your child uses a bus or the metro to get to and from school, it is advisable that they have a Pop Card which shows that they only pay the concessionary child fare. If your child lives within Tyne & Wear, you should contact NEXUS for more information on (0191) 202 0747 or www.nexus.org.uk

38. What is the Local Authority's Fair Access Protocol?

The School Admissions Code requires each Local Authority to agree and operate a Fair Access Protocol. This is a local agreement amongst all schools and academies and operates outside the normal admission rounds. The aim is to ensure that children without school places and in particular vulnerable children, children with challenging behaviour or those who have been permanently excluded and children who have been out of school for considerable periods of time are offered a place at a suitable school as quickly as possible. In certain circumstances, the Protocol allows a child to be admitted to a school even if the year group is already full.

39. What happens with in-year (casual) admissions?

The School Admissions Team co-ordinates the transfer process on behalf of all secondary and all-age schools and academies within Sunderland Local Authority.

An application form must be completed by parent/carer, in order to apply to transfer schools and returned to the School Admissions Team. Applications forms are available from schools, the School Admissions Team and the council's website www.sunderland.gov.uk/school-transfer

This application form **MUST ONLY** be completed for places at Sunderland schools.

If the pupil is currently attending a Sunderland school, the Headteacher of their current school **MUST** countersign the application form. This means that schools will always be aware of any transfer requests. The application will not be processed unless that has happened.

If the current school is within Sunderland Local Authority, a pupil profile will automatically be completed whenever a transfer is counter signed. This will provide information about attendance; exclusions; SEN; involvement with agencies; KS4 courses; etc.

A copy of the application form and pupil profile will be forwarded to the relevant school(s) for consideration. The Local Authority will require the school to confirm whether there is a vacancy in the relevant year group and whether it will be possible to offer a place.

If the application is for a Voluntary Aided school or academy, the School Admissions Team will write on behalf of the governing body/Trust Board.

If there is a vacancy in the year group, the School Admissions Team will write to the parent/carer to offer this place. Parents/carers must accept or decline this place in writing and a form will be provided. If the year group is full, a letter will be sent to parent/carer, which will explain their right of appeal to an independent panel.

The pupil will also be placed on a waiting list in case a vacancy arises.

The application and waiting list is only valid for that academic year

Admissions Statistics for 2024–2025

Aided Secondary School and Academy allocations for September 2024

School	Number of applications received	PAN	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	Category 11	EHCP	Final distance (miles)	Total places allocated
Academy 360	161	120	2	0	88	8	16	-	-	-	-	-	-	3	3.486	117
Biddick Academy	436	224	7	157	9	0	45	-	-	-	-	-	-	1	4.14	219
Castle View Enterprise Academy	289	210	6	11	130	18	0	40	-	-	-	-	-	5	2.915	210
Christ's College	129	90	0	0	38	7	0	0	38	-	-	-	-	1	4.388	84
Farringdon Community Academy	230	210	2	117	2	0	26	-	-	-	-	-	-	2	2.914	149
Hetton Academy	194	180	3	130	5	0	10	-	-	-	-	-	-	0	2.808	148
Kepier Academy	293	230	5	0	189	2	0	25	-	-	-	-	-	3	3.06	224
Monkwearmouth Academy	225	210	3	17	120	5	10	-	-	-	-	-	-	1	4.605	155
Oxclose Academy	352	220	5	159	10	0	33	-	-	-	-	-	-	10	16.14	217
Red House Academy	130	120	1	62	2	0	7	-	-	-	-	-	-	2	1.568	74
Sandhill View Academy	242	150	2	116	7	0	30	-	-	-	-	-	-	7	1.908	162
Southmoor Academy	465	240	7	151	22	0	66	-	-	-	-	-	-	5	4.677	251
St Aidan's RC Academy	324	200	1	89	0	0	15	0	36	23	36	-	-	4	5.672	204
St Anthony's Girls' Catholic Academy	395	240	0	94	19	3	0	25	31	8	59	-	-	1	15	240
St Robert of Newminster RC	495	210	8	131	12	45	3	3	8	2	0	18	0	7	8.895	237
Thornhill Academy	188	210	1	68	1	0	19	-	-	-	-	-	-	0	15	89
Venerable Bede CE Academy	219	180	2	42	76	0	15	-	-	-	-	-	-	0	2.085	135
Washington Academy	130	180	0	63	4	0	6	-	-	-	-	-	-	3	7.417	76

The column 'Number of applications received' includes all applications, regardless of whether they are 1st, 2nd or 3rd preferences.

Please note that the final distance measurement relates to the final place offered on 1 March 2024.

The column 'Total Places Allocated' includes places allocated by the LA, those gained on appeal and places subsequently declined by parents (i.e. moved out of the Authority, gained a place in private education, etc) as at July 2024.

Please note that the admission criteria for September 2025 may be different to the admission criteria for September 2024, therefore this is only offered as a guide to show whether schools were oversubscribed. If the governing body of a school was able to offer places for all applications, it was not necessary to consider them against the admission criteria. Therefore, figures may not be included for these schools.

Admission Appeals for September 2024

School	Number of appeals lodged	Number of appeals heard	Number of successful appeals	Number of appeals dismissed	Number of appeals outstanding	Number of appeals withdrawn
Castle View	2	1	0	1	0	1
Sandhill View	15	13	13	0	1	1
Southmoor	18	17	17	0	0	1
St Aidan's	11	10	10	0	1	0
St Anthony's	8	1	0	1	2	5
St Robert's	10	8	8	0	1	1

Admissions Statistics for 2023/2024

Aided Secondary School and Academy allocations for September 2023

School	Number of applications received	PAN	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	Category 11	EHCP	Final Distance (miles)	Total Places Allocated
Academy 360	186	120	3	116	1	0	19	-	-	-	-	-	-	6	2.766	147
Biddick Academy	466	224	3	203	10	0	6	-	-	-	-	-	-	3	0.922	225
Castle View Enterprise Academy	321	210	4	16	149	11	0	29	-	-	-	-	-	4	2.816	213
Christ's College	125	66	0	52	6	0	27	-	-	-	-	-	-	0	2.113	83
Farringdon Community Academy	217	180	1	99	3	0	17	-	-	-	-	-	-	6	4.394	126
Hetton Academy	208	180	4	124	3	0	11	-	-	-	-	-	-	2	2.633	144
Kepier Academy	351	230	7	21	210	6	12	-	-	-	-	-	-	3	1.515	259
Monkwearmouth Academy	260	230	0	19	130	6	0	16	-	-	-	-	-	1	3.169	172
Oxclose Academy	367	220	4	167	13	0	30	-	-	-	-	-	-	2	4.997	216
Red House Academy	154	120	1	81	1	0	15	-	-	-	-	-	-	1	3.205	99
Sandhill View Academy	225	150	2	120	7	0	25	-	-	-	-	-	-	3	5.08	160
Southmoor Academy	497	240	6	177	25	0	52	-	-	-	-	-	-	0	3.784	260
St Aidan's RC Academy	310	180	1	85	0	7	0	14	73	-	-	-	-	0	1.367	185
St Anthony's Girls' Catholic Academy	434	210	1	91	32	3	0	42	20	21	-	-	-	0	2.279	239
St Robert of Newminster RC	529	210	10	117	22	61	0	0	0	0	0	0	0	0	8.264	230
Thornhill Academy	209	210	0	91	5	0	15	-	-	-	-	-	-	0	6.288	111
Venerable Bede CE Academy	265	180	2	42	77	54	-	-	-	-	-	-	-	2	4.128	175
Washington Academy	186	180	0	120	5	0	8	-	-	-	-	-	-	3	3.345	136

Please note that the 'Total Places Allocated' at Academy 360 includes 60 pupils currently on roll in Y6 at Academy 360 that will automatically transfer to Y7.

Please note that the 'Total Places Allocated' at Christ's College includes 56 pupils currently on roll in Y6 at Christ's College that will automatically transfer to Y7.

The column 'Number of applications received' includes all applications, regardless of whether they are 1st, 2nd or 3rd preferences.

Please note that the final distance measurement relates to the final place offered on 1 March 2023.

The column 'Total Places Allocated' includes places allocated by the LA, those gained on appeal and places subsequently declined by parents (i.e. moved out of the Authority, gained a place in private education, etc) as at July 2023.

Please note that the admission criteria for September 2024 may be different to the admission criteria for September 2023, therefore this is only offered as a guide to show whether schools were oversubscribed. If the governing body of a school was able to offer places for all applications, it was not necessary to consider them against the admission criteria. Therefore, figures may not be included for these schools.

Admission Appeals for September 2023

School	Number of appeals lodged	Number of appeals heard	Number of successful appeals	Number of appeals dismissed	Number of appeals outstanding	Number of appeals withdrawn
Academy 360	3	0	0	0	1	2
Biddick	13	6	1	5	0	7
Castle View	18	18	3	15	0	0
Kepier	10	8	0	8	1	1
Oxclose	6	3	3	0	0	3
Sandhill View	23	17	17	0	2	4
Southmoor	34	31	26	5	1	2
St Aidan's	14	13	13	0	1	0
St Anthony's	44	41	33	8	1	2
St Robert's	29	24	24	0	1	4

**Sunderland
City Council**

together for
children
SUNDERLAND