

Admissions Policy

Diamond Hall
Junior Academy

2026/27

Introduction

The North East Learning Trust is the Admissions Authority responsible for determining and applying this policy in Diamond Hall Junior Academy.

The Trust will consider all admission applications sent to them by the Local Authority (LA) and will apply the policy fairly and consistently to every application received.

Published Admission Number (PAN)

The PAN is the number of places we intend to make available for our normal intake. Once the PAN has been set for an Academy, we will not refuse any applications submitted during the normal admission round for Year 3 where the PAN has not been exceeded.

However, if there is an unexpectedly high demand and the Trust believes we could admit additional children, we will inform the LA and either admit children above the agreed PAN or increase the PAN accordingly to accommodate more children.

The PAN applies only to the year of entry (Year3) and is 80 for September 2026.

Applying for a place in Year 3

To apply for a place at Diamond Hall Junior Academy parents/carers should complete the common application form (AF) supplied by Sunderland City Council. The completed AF must be returned to the City Council by no later than **15 January 2026**. Any application forms received after that date will be classed as 'late' and will not be dealt with until all applications received on time have been through the application process.

Address

The address given must be where the child and parents/carers live permanently. It must not be that of a childminder, grandparent, or other relative's address. If parents/carers share custody of a child then the Trust may request to see the court order, child tax credit letter, child benefit letter, medical card, or other evidence to establish where the child is resident for most of the time during weekdays. *If there is joint custody for the child, then the address of the parent/carer receiving the child benefit will be used*

Oversubscription criteria for Diamond Hall Junior Academy

1. Children who are 'looked after' or a child who was previously looked after including those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or special guardianship order.

A looked after child is a child who is, at the time of making an application to a school, is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. (see definition in section 22(1) of the Children Act 1989.

Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

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

2. Attendance in Key Stage 1 at Diamond Hall Infant School

3. Sibling Link

Children who have a sibling already attending the Academy and who is expected to be on roll at the school at the time of admission. This includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

4. Children of staff employed at the Academy

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.

5. Exceptional medical or psychological

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 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 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 completing the application form.

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

Tie breaker

Where the Academy is oversubscribed in any of the above categories, places will be offered based on distance from the centre of the home to the main entrance(s) of the school with priority being given to those living closest to the school. Distance will be measured by the shortest safest walking distance, using a Geographical Information System (GIS).

Where a pupil has an Education, Health and Care Plan naming a school, a place will be offered subject to confirmation by the Council's SEN Unit.

For further information, please see Admissions to Primary School at www.sunderland.gov.uk

Notification of Places

The formal offer of a place will be issued by Sunderland City Council to parents/carers on 16 April 2026. The deadline for parents/carers to accept places is 6 May 2026. The authority will begin to re-allocate places that have become available since 16 April on 11 May 2026. This will include the following:

- those who have not been offered any school place, for example, late applications from parent/carer who have just moved into the area and have not been offered a school place; and
- those who have subsequently expressed a preference for a new school not originally expressed on the AF which will be ranked lower than any other previous preferences ranked on the AF.

Late Applications

Applications received by the closing date take priority over late applications, however, applications which are received for very good reason after the closing date because of exceptional circumstances may be accepted and treated as on time applications provided, they are received on or before 6 March 2026 the allocation procedures begin. Parents/carers must provide clear evidence for the Admissions Authority to consider as to why they could not apply during the preference period. Each application will be considered on its own merits and the decision of the Admissions Authority is final.

Applications received after 6 March 2026, which are not deemed as exceptional will be considered as late and will not be processed until after 16 April 2026.

Applications received after 16 April 2026 but before 6 May 2026 made direct to any school on the AF must be forwarded to the LA immediately. Where only the supplementary form is received the school must inform the LA immediately so it can

verify whether an AF has been received from the parent/carer and, if not, contact the parent/carer and ask them to complete an AF. The LA will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent/carer's order of preference that has a vacancy or if this is not possible, at the nearest appropriate school with a vacancy.

Applications received after 11 May 2026, applications should be made on the AF and sent to the LA for processing. The Trust as the Admissions Authority will determine whether a place can be offered and notify the LA in advance of their notification to the parent/carer. Parent/carers who are refused admission will be offered a right of appeal.

Waiting lists/appeals

Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places becoming vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be maintained until 31 December 2026.

Unsuccessful applicants may also contact School Admissions, North East Learning Trust by telephone 0191 5634190 Option 1 or email schooladmissions@nelt.co.uk to be advised of their right to an Independent Appeal Panel and/or request to be included on the waiting list.

Withdrawing an offer of a place

The Trust reserves the right to withdraw an offer of a place if:

- It was made in error.
- Parent/carer fails to respond to the offer of a place within the agreed deadline.
- It is established that the offer of a place was obtained through fraudulent or misleading application.

In-year admission to Diamond Hall Junior Academy

The Trust are responsible for managing in-year admissions, further information can be found in the Trust's In-Year Admission Policy.