

IN YEAR ADMISSION POLICY 2022/2023

Review Date	Reviewer	Approved by	Date Approved	Implementation
	J Barker	Trustees	18 May 2022	September 2022
September 2023	J Barker			

REVISION HISTORY

Issue No.	Date	Revisions
1	September 2022	New Policy

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1. Introduction

The North East Learning Trust is the admissions authority for the following Academies:

- Ashington Academy
- Bedlington Academy
- Browney Academy
- Diamond Hall Junior Academy
- Easington Academy
- Hermitage Academy
- Meadowdale Academy
- Rye Hills Academy
- Sacriston Academy
- Teesdale School and Sixth Form
- The Academy at Shotton Hall

In-year admissions are those requesting a transfer from one school to another outside of the normal admission round. This policy applies to all Academies within the North East Learning Trust.

2. Links to other policies

This policy should be read alongside the following Trust policies and procedures:

- Admissions Policy 2022/2023 – Durham Schools
- Admission Policy 2022/2023 – Northumberland Schools
- Admission Policy 2022/2023 – Diamond Hall Junior Academy
- Admission Policy 2022/2023 – Meadowdale Academy
- Admission Policy 2022/2023 – Rye Hills Academy
- Admission Appeal Guidance 2022/2023

The policies are published on the Trust and Academy websites, if you require a hard copy of a policy please contact Joanne Barker, Governance Manager (Telephone Number: 01915634190 Ext 10120 or Email: schooladmissions@nelt.co.uk)

3. Points to consider before making your application

3.1 Teaching and school organisation

Each school teaches the national curriculum in different ways and different times of the academic year. It may be the case that the part of the curriculum currently being studied at one of our Academies was covered by your child's current school earlier on in the academic year. This may impact on your child's education as they may be repeating work your child has already completed. Alternatively, it could be that areas of the curriculum have been covered in our Academies but not yet covered at the

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current school. This means your child will completely miss out on some areas of the curriculum.

Older children, who transfer school after option subjects have been chosen may find that they cannot do the same subjects in one of our Academies, or the exam boards and courses are different. Parents/carers should consider the impact this may have on your child's education.

The last two years of secondary school, children prepare for their GCSE examinations. This is an extremely important time, and it is generally considered that changing schools at this stage should be avoided, if possible, because it may have an impact on a child's GCSE results. The same options may not be available.

3.2 Friendships

Forming friendships is a very important aspect of school life. Children should feel happy and content at school and relationships with friends and teachers are a key part of any child's social development and educational progression. If relationships have broken down at your child's current school, you must discuss this with your child's school before deciding to transfer to another school. Problems that your child may be experiencing may not go away simply following a change of school.

3.3 Uniform

It may be necessary to buy a completely new uniform, including PE kit, for your child if you decide to transfer schools. It should be noted that the Trust is unable to provide any subsidy, even for low-income families, in connection with uniform costs.

3.4 Transport

The Local Authority is required by law to provide or pay for free transport for pupils who must travel more than the statutory distance to their nearest suitable school.

For pupils of primary age this distance is 2 miles and for secondary pupils this distance is 3 miles.

It is important that you do not confuse the right to express a preference for a school with an entitlement to travel assistance. If you have expressed a preference for a school which is further away from your home and the distance to this school is more than the statutory distance, you may not be entitled to travel assistance. If this is the case, you will need to think about the costs involved with getting your child from home to school and back on time and safely as this is your responsibility. For more information regarding home to school transport assistance, parents/carers should visit the website for the Local Authority where they reside.

4. MAKING AN APPLICATION

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If, having considered all the points listed above, you decide to apply for a school transfer; you must complete an in-year admission form for each of your children. It is not possible to apply for a school place any further in advance than six school weeks, for example if you wish to apply for a place from the beginning of the Autumn Term, the earliest you could apply would be the beginning of June.

Application forms are available to download on the following websites:

- www.nelt.co.uk
- www.ashingtonacademy.co.uk
- www.bedlingtonacademy.co.uk
- www.browneyacademy.co.uk
- www.diamondhallacademy.co.uk
- www.easingtonacademy.co.uk
- www.hermitageacademy.co.uk
- www.meadowdaleacademy.co.uk
- www.ryehillsacademy.co.uk
- www.sacristonacademy.co.uk
- www.shottonhallschool.co.uk
- www.teesdaleschool.com

There are separate forms for primary and secondary in-year admissions, parents/carers must ensure they complete the correct form. Sections A and B must be fully completed by the parent/carer and Section C must be completed by the child's current school. Forms that are not fully completed will be returned to the parent/carer and/or the current school, this may delay the in-year admission application process.

Applications for an in-year admission must be completed by a person who has parental responsibility for the child. It is advised that the applicant should inform all other parties who have parental responsibility before submitting the application.

If all parties are not in agreement, with the child moving schools any disputes should be resolved before applying.

If parents are unable to reach an amicable agreement, then both parents/carers should seek recourse through the family Courts.

Where a child lives with parents with shared responsibility, the address given on the form should be the address of the parent/carer who is in receipt of child benefit and/or child tax credit. Proof may be required.

Children Formerly in Care are defined as previously Looked After Children who have ceased to be so because they have been Adopted or became subject to a Child Arrangement Order or Special Guardianship Order immediately following being looked after. If your child is a child formerly in care then you must provide a copy of the

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Adoption Certificate, Child Arrangement Order or Special Guardianship Order at the time of application for your child to be considered under this criterion.

5. Application Process

The fully completed form must be returned to Joanne Barker, Governance Manager, c/o North East Learning Trust, Traynor House, Traynor Way, Whitehouse Business Park, Peterlee, SR8 2RU (email: schooladmissions@nelt.co.uk). **Please be aware that photographs are not acceptable and will be returned.**

If you have submitted the form via email, an email acknowledgement will automatically be generated to the sender's email address upon safe delivery to the school admissions mailbox.

If an acknowledgement is not received by the sender, there is no guarantee that it has been received by the Trust.

The Trust aim to reply to all in-year admission applications within 10 school days of receiving a complete application form. However, in certain circumstances some applications may take longer to process. Please be aware that applications cannot be processed during school holiday periods.

Parents/carers may be contacted by the Academy, to arrange a meeting to discuss the in-year admission request. In some circumstances, representatives from the Local Authority and the current school may also attend.

6. Allocating places

Places are offered for in-year applications on a first come first served basis. If there is one place available at a school and more than one child has applied on the same day, the school's oversubscription criteria will be applied to determine which child has the highest priority and should be offered the place.

7. Infant class size legislation

Infant classes are those where the majority of children will reach the age of 5, 6 or 7 during the school year i.e., Reception and Years 1 and 2.

Infant classes must not contain more than 30 pupils with a single teacher; however, additional children may be admitted under limited exceptional circumstances including:

By law, infant classes must not have more than 30 children except for very limited exceptions. This means it is very difficult to win an appeal and personal circumstances such as home to school distance, childcare arrangements, transport issues or having children at other schools are not reasons in themselves to make an appeal successful.

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An appeal can only be successful if one or more of the following circumstances apply:

- If the admission of the child would not increase the class size to over 30
- If the admission arrangements do not comply with the law
- If the admission arrangements were incorrectly applied
- If the decision to refuse admission was unreasonable (completely perverse and outrageous) considering the admission arrangements

If a child's circumstances meet any of the exceptions listed, then the child may be admitted to an already full/oversubscribed Reception, Year 1 or 2 class as an excepted pupil. This means that the child can be added to a class of 30 in these year groups without the requirement to take qualifying measures i.e., employment of an additional teacher.

If parents/carers are considering an appeal for these year groups, please contact Joanne Barker, Governance Manager (Telephone Number: 01915634190 Ext 10120 or Email: joanne.barker@nelt.co.uk) to discuss in more detail the law relating to infant class sizes.

8. Notification

You will receive written notification of the outcome of your application. The outcome is normally sent by post.

If you are offered a place the school will contact, you to make arrangements for admission. All offers are available for four school weeks only. If a child has not started by the date given in the offer letter, then the offer of a place will be withdrawn.

If the application is refused, the notification will set out the reason for refusal and information regarding the applicant's right of appeal against the decision.

A copy of the notification will also be sent to the Local Authority.

9. Appeals procedure for in-year admissions

If it has been necessary to refuse an application for in-year admission, the applicant has the statutory right of appeal against the decision not to offer a place at the preferred school.

If an applicant decides to appeal, the appeal must be made in writing, stating the child's details, and giving the reasons for appealing. Appeal submissions should be sent to: Joanne Barker, Governance Manager, c/o North East Learning Trust, Traynor House, Traynor Way, Whitehouse Business Park, Peterlee, SR8 2RU (email: schooladmissions@nelt.co.uk).

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Appeals are considered by an Independent School Appeals Panel and their decision is binding on the admission authority, the parent/carer, and the school.

The Clerk to the Independent Appeals Panel will arrange a date and time for the appeal hearing and the applicant will receive an invitation to attend along with copies of the documentation. Appeals can take up to 30 school days to arrange.

Applicants will be notified, by the Clerk to the Independent Appeals Panel, in writing of the outcome of the appeal, within 5 school days of the hearing.

If an appeal is successful, the Academy will contact parents/carers to arrange admission.

If an appeal is unsuccessful, the parent/carer is unable to appeal again in the same academic year for the same school unless there has been a material change of circumstances that the panel was not aware of at the hearing. A further application would be required.

Further information about the appeals procedure can be found in the Trust's Admission Appeal Guidance 2022/2023 which is published on the Trust and Academy websites.

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