



**Policy Number: CRA-AP-017  
Issue / Version No.3.0**

# **Admission Policy 2020/21**

**Current Status:  
FINAL**

**Ratified**

**Compliance:**

**All members of Chandlers Ridge Academy staff will follow Academy policies.  
The consequences of non-compliance may include disciplinary or legal action.**

## Document Control

<b>Application</b>	This policy pertains to all activities undertaken by all staff at Chandlers Ridge Academy
<b>Associated policy reference and title</b>	
<b>Date of ratification</b>	5.2.20
<b>Date to be reviewed</b>	Spring 2021
<b>Replacing</b>	Admissions policy 2019/20
<b>Policy Lead</b>	Louise Lidgard, Head teacher
<b>Members of working party</b>	
<b>This policy has been ratified by:</b>	LGB
<b>This policy has been ratified by: Trust Board or Sub-Committee (specify)</b>	Local Governing Body

## Author & Contributors

Name	Role	Version	Date
Louise Lidgard	Head Teacher	V3	Jan 2020

### Consultation Audit Trail

Name	Role	Version	Date
	Local Governing Body	V3	5.2.20

## Change Log

Summarise the major changes between versions below

Pg/Section	Change	Version	Date
	No significant changes made; dates updated, Board of Directors replaced with Local Governing Body.	V3	March 2018

**Table of contents**

- 1.0 Introduction.....4
- 2.0 Aims of Policy .....4
- 3.0 Responsibilities.....4
- 4.0 Key Themes .....4
  - 4.1 Admissions to the Reception Year.....4
  - 4.2 “In-Year” Admissions .....5
  - 4.3 Oversubscription Criteria for all types of admissions .....5
  - 4.4 Note for Parents .....5
  - 4.5 Operation of Waiting Lists .....5
- 5.0 Fair Access Protocol .....6
- 6.0 Right of Appeal .....6
- 7.0 Audit .....6
- Appendix 1 Definitions.....7
  - Note 1: Definition of “Looked after child” .....7
  - Note 2: Definition of “normal home address” .....7
  - Note 3: Definition of “Sibling” .....7
  - Note 4: Definition of “Catchment Area” .....7

# Chandlers Ridge Academy Admissions Policy

## 1.0 Introduction

Chandlers Ridge Academy is part of Vison Academy Learning Trust and the Local Governing Body is the admissions authority. This admissions policy has been written to comply with the Academy's Funding Agreement and the Department for Education Schools Admissions Code 2012 and all relevant legislation, including that on infant class sizes and equal opportunities.

## 2.0 Aims of Policy

This policy sets out the admissions arrangements for:

- Reception (Foundation Stage) entry in September 2020
- Casual In-Year admissions

In all admission cases the oversubscription criteria described in this policy will be applied.

## 3.0 Responsibilities

1. **LGB:** The LGB has overall responsibility to ensure that policies and procedures are in place for the processes associated with the Chandlers Ridge Academy.
2. **Head Teacher:** The Head Teacher has responsibility to ensure that operational services are suitably established to provide the processes associated with the Chandlers Ridge Academy.
3. **Senior Leadership Team:** Each Senior Leader is responsible for ensuring that the policies and procedures are adhered to within their area of accountability.

## 4.0 Key Themes

### 4.1 Admissions to the Reception Year

Chandlers Ridge Academy has an agreed Published Admission Number (PAN) of 50 children for entry into the Reception year. The Academy will accordingly admit 50 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 50 or fewer apply. Subject to the criteria set out below, children will be admitted in the September following their fourth birthday.

Places will be allocated by the Local Governing Body on the basis of applications received through Middlesbrough Council's Primary School Admissions criteria. This allows parents\*/guardians to apply for entry to any Middlesbrough primary school by means of the Middlesbrough Council Primary School Admissions Preference form available from Middlesbrough council and on-line

via the Middlesbrough Council website [www.middlesbrough.gov.uk/schools](http://www.middlesbrough.gov.uk/schools). Full information is provided on their published booklet 'Primary and Secondary Guide for Parents' which is available from their website address as shown above.

#### **4.2 "In-Year" Admissions**

Admissions after the age of 5 (in-year admissions) will be handled by the Academy. Parents are advised to contact the Academy direct as we will handle waiting lists, and will apply the admissions criteria as per our admissions policy.

#### **4.3 Oversubscription Criteria for all types of admissions**

Once children with statements of special educational need naming Chandlers Ridge Academy have been admitted, then places are allocated to children in accordance with the criteria set out below, in priority order:

1. Children in Public Care: "Looked after Children" and previously "Looked after children" (see Appendix 1, Note 1)
2. Children whose normal home address is within the area normally served by the school (catchment area). (See Appendix 1, note 2)
3. Children who will have a sibling still in attendance at the academy on the date of admission. (See Appendix 1, note 3)
4. Children with exceptional medical or social needs that make it essential that they attend Chandlers Ridge rather than any other school. These needs must be fully supported by written evidence from a medical doctor, social worker, education welfare officer or other appropriate person involved with the family.
5. Once the above criteria have been applied, any further places will be awarded according to the journey distance between the family's normal home address and the academy's nearest entrance gate; closest first, measured in accordance with the straight line distance used to determine proximity of the home to the academy.

#### **4.4 Note for Parents**

When distinguishing between children within the same criteria the child with the highest second criteria will be admitted i.e. a child living within the admission zone who has a brother or sister attending the school in the September of admission will have a higher criteria than a child who lives in the admission zone but does not have a brother or sister attending the school

#### **4.5 Operation of Waiting Lists**

The academy will maintain a waiting list for those children who are not offered a place and parents are required to request a place on it by writing directly to the academy. A child's position on the waiting list is determined according to the over-subscription criteria above, and does not depend on the date of application. No account is taken of length of time on a waiting list. The

waiting list is therefore regularly adjusted and a child's place on the list could go up or down in accordance with withdrawals from the list or new applicants joining it.

## **5.0 Fair Access Protocol**

The academy participates in Middlesbrough Council LA's Fair Access Protocol. The protocol can be accessed here [Middlesbrough Council - Fair access protocol](#), see page 27.<sup>1</sup>

## **6.0 Right of Appeal**

In the event of an unsuccessful application, parents have the right to appeal against non-admission. Details can be found on the Middlesbrough Council website. Where a transfer application and subsequent appeal are unsuccessful and a child has been offered a place on the waiting list, the Admissions Committee will not consider a repeat application within the same academic year unless there has been a relevant and significant change of circumstances relating to the application, or a place has become available in school. If a place becomes available it will be allocated according to the oversubscription criteria.

Parents who wish to appeal against the decision of the Admissions Authority to refuse their child a place in the Academy may apply in writing to the Local Governing Body at the following address:

Local Governing Body  
Chandlers Ridge Academy  
Chandlers Ridge  
Nunthorpe  
Middlesbrough  
TS7 0JL

Appeals will be heard by an independent panel.

## **7.0 Audit**

This Policy will be reviewed annually.

---

<sup>1</sup>

[https://www.middlesbrough.gov.uk/sites/default/files/School%20Admissions%20Guide%20for%20Parents%202018\\_19.pdf](https://www.middlesbrough.gov.uk/sites/default/files/School%20Admissions%20Guide%20for%20Parents%202018_19.pdf)

## Appendix 1 Definitions

### **Note 1: Definition of “Looked after child”**

The Code offers definitions as follows:

(a) A 'looked after child' is a child who is in the care of a local authority, or 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. **Previously looked after children are children who were looked after, but ceased to be so because they were adopted (b) (or became subject to a residence order(c) or special guardianship order (d).**

*(b) Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).*

*(c) Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.*

*(d) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

### **Note 2: Definition of “normal home address”**

A child's home address, for the purpose of School Admissions, is considered to be the parent or legal carer's permanent address. If parents do not live together and your child lives for a period of time with each parent, the home address will be the one where the parent receiving Child Benefit lives. In the case of temporary address moves such as staying with other family members or temporary accommodation, the parental address will remain at the address at which the child was living before the temporary move took place

### **Note 3: Definition of “Sibling”**

By sibling we mean brother and sister. This means a brother or sister of half or whole blood, or any other children (including Adopted children) who permanently reside at the same address and for whom the parent also has parental responsibility.

### **Note 4: Definition of “Catchment Area”**

Children living within the area traditionally served by the school defined as being the area bounded. A map of the catchment area is available from Middlesbrough Council.