



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

Admission Policy 2025/26

**Current Status:
FINAL**

Document Control

Application	This policy pertains to all activities undertaken by all staff at Chandlers Ridge Academy
Associated policy reference and title	
Date of ratification	
Date to be reviewed	February 2025
Replacing	Admissions policy 2025/26
Policy Lead	Louise Lidgard, Head teacher
Members of working party	
This policy has been ratified by:	LGC
This policy has been ratified by: Trust Board or Sub-Committee (specify)	Local Governing Committee

Author & Contributors

Name	Role	Version	Date
Louise Lidgard	Head Teacher	V3	Jan 2024

Consultation Audit Trail

Name	Role	Version	Date
	Local Governing Body	V3	January 2024

Change Log

Summarise the major changes between versions below

Pg/Section	Change	Version	Date
p.5	changed to main gate on the oversubscription criteria.	V3	March 2021
p.5	mandatory change to oversubscription criteria LAC' criteria to include 'LAC' children outside of England who have now been adopted	V3	June 2021
	Changes to include 2021 Admission code	V3	2021
	Updated fair access protocol	V3	Jan 2024

Version v3

Date Ratified January 2024

Ratified By Local Governing Committee

Date to be Reviewed February 2025

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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 2021 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 2025
- 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. 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

In-year admissions are dealt with by Middlesbrough Admissions. Details can be found at <https://www.middlesbrough.gov.uk/schools-and-education/school-admissions>

4.3 Oversubscription Criteria for all types of admissions

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

- I. Children who are a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a 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). See Note 1
- II. Pupils permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required). (See Child's Home Address section)
- III. Pupils who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/carer's partner living at the same address attending the school in the September of admission.
- IV. Pupils with exceptional social and / or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Only exceptional circumstances such as parents who have a disability, which may mean their child must

attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application) The supporting letter should detail why the school is the only one that can accommodate the child. See Note 2

- V. Pupils who reside closest to a particular school, measured in a straight line. The measure will be taken from the front door of the pupils' home to the main entrance of the school.

Note 1. Relevant evidence must be provided such as copy of the adoption certificate or court order plus details of when and where the child was in care and names and contact details of social workers involved. If relevant evidence is not provided the child cannot be considered under this criteria

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](#)

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.

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.