



North East  
Learning Trust

# ADMISSIONS POLICY

## 2019/2020

Review Date	Reviewer	Review Completed	Adopted
Autumn Term 2016	J Barker	December 2016	December 2016
Autumn Term 2017	J Barker	October 2017	December 2017
Autumn 2018	J Barker		

### 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 current PAN for Diamond Hall Junior Academy is 90.

### **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 supplied by Sunderland City Council. The completed application form must be returned to the City Council by no later than **15 January 2019**. 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. 'Looked-after' child** – a child that is 'looked-after' by a Local Authority, in accordance with Section 22 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 residence order or special guardianship order).

**2. Attendance in Key Stage 1** (age 4-6+) at Diamond Hall Infant School.

**3. A 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 or the junior school for which the preferred school is the feeder infant school, at the time of admission.

**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.

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

Within each 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](http://www.sunderland.gov.uk)

**Notification of Places**

The formal offer of a place will be issued by Sunderland City Council who will write to parents/carers on 16 April 2019.

**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. There will be no waiting list available after 31 December 2019.

Unsuccessful applicants may also contact Mrs J Barker, Governance Manager, North East Learning Trust by telephone 0191 5270757 Extension 202 or email [joanne.barker@nelt.co.uk](mailto:joanne.barker@nelt.co.uk) to be advised of their right to an Independent Appeal Panel and/or request to be included on the waiting list.

**In-year admission to Diamond Hall Junior Academy**

The Trust have agreed to operate in accordance with Sunderland City Council's In-Year Fair Access Protocol.

To apply for a place in Diamond Hall Junior Academy within the Trust during the academic year, parents/carers should contact Mrs J Barker, Governance Manager, North East Learning Trust by telephone 0191 5270757 Extension 202 or email [joanne.barker@nelt.co.uk](mailto:joanne.barker@nelt.co.uk) to request an In- Year Transfer Form.

The completed form must be returned to the Governance Manager and if a place is available, the student along with the parent/carer will be invited for a meeting and tour of the Academy after which the Trust will offer the place, unless there is a compelling reason not to.

If the year group is full or oversubscribed then a place will be refused, the applicant will be given the opportunity to appeal and an appeals form will be supplied. If the parent/carer chooses to appeal for a place the panel will be convened, and any decision made by the panel is legally binding.