



## ADMISSIONS POLICY 2022-23

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Document Control			
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Owner	CEO	Approver	Audit & Risk Committee

This document applies to all schools and operations of the Galileo Multi Academy Trust:  
[www.galileotrust.co.uk](http://www.galileotrust.co.uk)

Galileo Academy Trust is responsible for 10 schools within Redcar and Cleveland. As an Academy Trust, we are our own Admissions Authority. This Admissions Policy has been written in full compliance with the School Admissions Code from the Department for Education (updated September 2015).

### Admission Numbers

Admission numbers are set with regard to the assessed capacity of schools. However, these numbers may vary dependent upon future plans and developments which impact on the physical capacity of the schools. The following indicated admission numbers for each school in the Galileo Academy Trust are based on the assessed net capacity of schools at the present time.

Primary Schools	Admission Number for 2022/23
Coatham Church of England Primary School	30
Wheatlands Primary School	60
Green Gates Primary School	30
Ings Farm Primary School	60
JE Batty Primary School	30
Lakes Primary School	45
New Marske Primary School	37
Galley Hill Primary School	39
St Peter's Church of England Primary School	45
Westgarth Primary School	45

Where there are more applications for a school than there are places available, places will be allocated using the oversubscription criteria shown in the table below.

### Oversubscription Criteria 2022-2023

Criteria (In Priority Order)	Explanatory Notes
i.) Children looked after in local authority care	Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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 (Section 22(1) of the Children's Act 1989). This category includes children who are in care / previously in care from other countries.

<p>ii.) Children who are permanently resident in the admission zone defined for the school.</p>	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child (if eligible). If neither parent is eligible for child benefit, the address used will be that on the child's medical registration card (proof may be required). Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The local authority will take action should false information be submitted in order to secure a place at a particular school.</p>
<p>iii.) Children not living in the admission zone who have elder brothers or sisters attending the school in the 2021-2022 school year</p>	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2022-2023 school year.</p> <p>'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>
<p>iv.) Children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the authority's professional advisors</p>	<p>Social reasons generally do not include domestic circumstances such as parents' working commitments, child care arrangements or separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>You are strongly urged to provide independent third party information (e.g. from a professional person who knows or is involved with your child) in support of any exceptional long-term medical or social reason why you think your child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the <b>only</b> school which could meet your child's needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the local authority's professional advisors as to whether or not your application falls into this category and the final decision will be made by the academy.</p>
<p>v.) Children living closest to the school</p>	<p>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</p>

## **Tiebreak**

If it is necessary to distinguish between children within categories (i)- (v), places will be offered using the criteria listed above in priority order and determined by criteria (v) - measurement on a straight line basis using the number and postcode of the house and the postcode of the school.

In the case of a tie break in category (v) the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

## **Late Applications**

Applications received after the closing date will be considered after applications that were received on time unless there was good reason for their lateness. An example of this would be a new family moving to the area after the closing date.

## **Waiting Lists**

Any unsuccessful applicants will be automatically placed on a waiting list and ranked in order as per the oversubscription criteria. Waiting lists will be maintained until the end of the Autumn Term 2022.

## **Pupils with Education Health and Care Plan / Statement of Special Educational Needs:**

Pupils with either an Education Health and Care Plan or a Statement of Special Educational Needs will be placed in schools by the Special Educational Needs Team.

## **Admission of a Child Outside their Normal Age Group**

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of a summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group, you should make an application for the normal time of entry and then put a request in writing to the School Admissions Team asking to defer the entry date and giving your reasons for the request. The request will be considered in consultation with the school concerned and you will be notified of the outcome of your request. If the request is agreed, you should then submit a new application at the time applications are being taken for the new admission date. **Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at the school in that year.**

## Requests for Mid-Year Transfer School Admission

Applications will be co-ordinated by the Redcar and Cleveland School Admissions Team on behalf of all schools within the Borough. Any requests for transfer should be made to the School Admissions Team on 01642 837740 / 837730.

## Co-ordinated Admission Arrangements and Timetable 2022-2023

The local authority is responsible for administering a co-ordinated scheme for its area in relation to all maintained (community, voluntary controlled, voluntary aided and foundation) schools and academies. The purpose of the co-ordinated admission scheme is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one school place on the same day.

### Timetable for Admission Arrangements for Primary Schools 2022-2023

W/C 15 November 2021 19 November 2021	<ul style="list-style-type: none"><li>– Send out application information.</li><li>– Online application website opens.</li></ul>
15 January 2022	<ul style="list-style-type: none"><li>– Closing date for receipt of online and paper applications.</li></ul>
31 January 2022	<ul style="list-style-type: none"><li>– LA to provide indicative admission numbers to schools.</li></ul>
By 21 February 2022	<ul style="list-style-type: none"><li>– VA schools, foundation schools and academies to advise the LA of pupils who could be offered places.</li><li>– LA draws up lists of pupils who could be offered places in community and voluntary controlled schools.</li></ul>
By 11 March 2022	<ul style="list-style-type: none"><li>– LA to exchange offer information with neighbouring LAs.</li></ul>
By 28 March 2022	<ul style="list-style-type: none"><li>– The LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible.</li></ul>
16 April 2022	<ul style="list-style-type: none"><li>– The LA to send letters to all parents informing them of their allocated schools.</li><li>– LA to inform schools of allocated pupils.</li></ul>
June/July 2022	<ul style="list-style-type: none"><li>– Appeals to be heard by Independent Panels.</li></ul>
End of Autumn Term 2022	<ul style="list-style-type: none"><li>– Admission round ends</li><li>– Waiting lists close</li></ul>