

Admissions Policy 2023-24



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Owner	CEO	Approver	Audit and risk Committee

This policy applies to all schools and operation of the Galileo Multi Academy Trust: www.galileotrust.co.uk

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

Galileo Academy Trust is responsible for 10 schools within Redcar and Cleveland. As an Academy Trust, we are our own Admissions Authority.

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

Academies are required through funding agreements to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with Galileo Multi Academy Trust's (GMAT) funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- › Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- › Became subject to a child arrangements order, or
- › Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. Roles and responsibilities

The Trust Board has made every effort to ensure these arrangements comply with the School Admissions Code 2021 and all relevant legislation. In the case of St Peter's Church of England Primary School and Coatham Church of England Primary School the Trust Board has taken into account advice from the York Diocesan Education Board.

Any objections to the admissions arrangements should be submitted to the Office of the Schools Adjudicator.

The GMAT Trust Board is responsible for approving the admissions policies for the schools within the trust and undertaking any public consultation required including when changes are proposed. It is also responsible for ensuring an independent appeals panel hears any appeals. The Board delegates day-to-day decision-making about admissions to a committee with responsibility for admissions.

Redcar and Cleveland Council is required to have a scheme in place each year for coordinating admission arrangements for maintained schools and academies within their area. This policy is designed to be compatible with the coordinated admission scheme for Redcar and Cleveland for 2023-24

5. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending nursery provision within the Trust will not transfer automatically into the main school. A separate application must be made for a place in reception.

6. Requests for admission outside the 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 year 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 at the local authority 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.

7. Allocation of places

7.1 Admission number

Admission numbers are set regarding 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 2023/24
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

7.2 Oversubscription criteria

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.

CRITERIA (in priority order)	EXPLANATORY NOTES
i) Looked after children in local authority and previously looked after children.	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
ii) Children who are permanently resident in the admission zone defined for the school.	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. 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.

CRITERIA (in priority order)	EXPLANATORY NOTES
(iii) Children who have elder brothers or sisters attending the school in the 2023/24 school year.	<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 2023/24 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>
(iv) Children 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>Social reasons generally do not include domestic circumstances such as parents' working commitments, childcare 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 only 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.</p>
(v) Children living closest to the school	<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>

7.3 Tie break

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.

7.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol.

We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

7.5 Fair Access Protocol

We participate in Redcar and Cleveland's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7.7 Coordinated admissions arrangements and timetable 2023-24

The local authority is responsible for administering a coordinated scheme for its area in relation to all maintained (community, voluntary controlled, voluntary aided and foundation) schools and academies. The purpose of the coordinated 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 admissions 2023-24	
W/C 14 November 2022 21 November 2022	<ul style="list-style-type: none"> • Send out application information. • Online application website opens.
15 January 2023	<ul style="list-style-type: none"> • Closing date for receipt of online and paper applications.
3 February 2023	<ul style="list-style-type: none"> • Send supplementary forms to VA schools and preference details to foundation schools and academies.
By 24 February 2023	<ul style="list-style-type: none"> • VA schools, foundation schools and academies to advise the LA of pupils who could be offered places. • LA draws up lists of pupils who could be offered places in community and voluntary controlled schools.
By 13 March 2023	<ul style="list-style-type: none"> • LA to exchange offer information with neighbouring LAs.
By 31 March 2023	<ul style="list-style-type: none"> • The LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible
16 April 2023	<ul style="list-style-type: none"> • The LA to send letters to all parents informing them of their allocated schools • LA to inform schools of allocated pupils.
June/July 2023	<ul style="list-style-type: none"> • Appeals to be heard by Independent Panels
End of Autumn Term 2023	<ul style="list-style-type: none"> • Admission round ends • Waiting lists close

7.8 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.

7.9 Waiting List

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 2023.

7.10 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.

8. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

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.

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

9. Appeals

If you are not satisfied with the offer, there is an opportunity to make an appeal to an Independent Appeal Panel. All letters advising that it has not been possible to meet an expressed preference also contain information on how to appeal.

10. Monitoring arrangements

This policy will be reviewed and approved by the Trust Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.