



Admissions Policy – Year 7 to Year 13

Applicable to:	✘	All individual academies within NEAT
	✓	NEAT secondary academies: Benfield School
	✓	NEAT Trust
Approval body:	NEAT Board of Directors	
Effective date:	2020-21	

Status:

Statutory policy or document	Yes
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Approval by	Trust Board

Publication:

Statutory requirement to publish on website	Yes – trust and school website
If not, agreed to publish on website?	N/A

Version Control:

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Author	Creation Date	Version	Status
Director of HR and Governance (SH)	1 October 2018	0.1	Initial draft for review by LGBs.
Changed by	Revision Date	Version	Status
Director of HR and Governance (SH)	16 October 2018	0.2	Revised draft following publication of LA advice.
Director of HR and Governance (SH)	17 October 2018	0.3	Revised draft following publication of LA model policy.
Director of HR and Governance (SH)	19 October 2018	0.4	Revised draft following Benfield LGB Meeting.
Newcastle City Council	23 October 2018	0.5	Comments from Admissions Service.
Director of HR and Governance	24 October 2018	0.6	Final draft in response to comments from Admissions Service for approval by the Board as the basis for public consultation.

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Director of HR and Governance (SH)	(to be confirmed)	1.0	Agreed by directors for implementation by all primary academies.
Changed by	Revision Date	Version	Status

Review Date	
Frequency	Next Review Due
Annually	October 2019 for approval by February 2020 (or earlier if new guidance or legislation issued and/or business need for earlier review identified)

This policy has a number of parts:

- Part A - General
- Part B - Admission to Years 7-11
- Part C - Admission to Years 12-13
- Part D - Right of appeal
- Part E - Definitions

Part A – General

A1 Purpose

Newcastle East mixed multi Academy Trust (NEAT) is the admissions authority for all schools within the trust. The purpose of this policy is to set the arrangements about how children will be admitted to Benfield School, including the criteria that will be applied if there are more applications than places at the school.

The Trust Board has made every effort to ensure these arrangements comply with the School Admissions Code 2014 and all relevant legislation.

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

A2 Scope

This policy sets out the arrangements for normal round admissions to Year 7 and Year 12 and in-year admissions from Year 7 to Year 13 that come within the statutory guidance in the School Admissions Code 2014.

A3 Roles and responsibilities

- **NEAT Board of Directors:** The 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 establishing an independent appeals panel to hear any appeals. The Board delegates day-to-day decision-making about admissions to a committee with responsibility for admissions (referred to as “the committee”).
- **Newcastle City Council:** The local authority is required to have a scheme in place each year for co-ordinating admission arrangements for maintained schools and academies within their area. This policy is designed to be compatible with the co-ordinated admission scheme for Newcastle upon Tyne for 2020-21.

Part B – Admission to Years 7-11

B1 Published Admission Number (PAN)

The number of places available in Year 7 in 2020-21 is 207.

B2 How and when to apply for places

All applications for school places must be made on Newcastle City Council's school application form and returned to Newcastle City Council.

Applications for Year 7 transfer places (the entry year for the school) for September 2020 must be submitted **by midday on 31 October 2019**. Applications received after the closing date will be classed as **late** and processed **after** all of the applications received on time.

Applications for school places in other year groups or after the start of the school year, known as in-year admissions, can be submitted at any time.

B3 How places will be allocated

All children whose Education, Health and Care Plan (EHCP) names the school will be admitted.

If there are enough places at the school then all applicants will be offered a place.

If more applications are received than the number of places available, the following oversubscription criteria will be used by the committee in the order set out below to decide which children will be allocated places:

1. Children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, child arrangements or special guardianship order. Applications under this criterion must be accompanied by evidence of the appropriate order. For normal round admissions this must be submitted before the closing date for applications.
2. Children who appear to the committee to have been in state care outside of England and ceased to be in state care as a result of being adopted. Applications under this criterion will require appropriate evidence from the child's parents of the child's adoption from state care outside England.
3. Children attending one of the designated feeder schools: Walkergate Community School, Byker Primary School.
4. Children not attending a feeder school, who have a sibling who will be on roll at the school on the date that the child will be admitted in September 2020. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's partner, as long as the children live at the same address. Pupils attending sixth form are not eligible as sibling links.
5. Children with an exceptional medical reason that means they can only attend

the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.

6. Other children by distance from the school, with priority for admission given to children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates

Tiebreak:

- In the event that more children apply from the feeder schools than there are places available, priority will be given to those with a sibling already attending the main school (not sixth form) when the child is admitted.
- In the event that more than one child has an equal right to an available place when criterion 6 is applied, the place will be offered based on random allocation. This process will be independently verified by the local authority.

Additional notes:

- In cases where there is one place available, and the next child on the list is a twin, triplet etc, the school will admit both twins (and all the children in the case of other multiple births) even if this means exceeding the agreed admission number for Year 7 or the number of places in other year groups.
- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. In the event of a dispute the school will accept an application from the parent to whom the child benefit or child tax credit is paid.
- When stating your choice of school, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives at more than one address Monday to Friday (for example, due to a separation), the child's address should be the address where the child lives most of the time. Only one address can be used. If the child lives at two addresses, the local authority will use the address of the parent that claims the child benefit or child tax credit. If these benefits are not claimed, the address where the child is registered with a GP will be used in order to determine what will be considered the child's main address.
- The school may ask to inspect evidence of the address listed on the application in the form of a recent bill e.g. the most recent council tax bill, a utility bill that is no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. The school may seek further evidence if there is any doubt that the parent and child are not living at the address given on the application form.
- Parents have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.

B4 Waiting lists

Waiting lists will be ranked using the oversubscription criteria above regardless of the date the application was received.

For applications for Year 7 places, waiting lists will be kept until 31 December 2020 and will then be cleared. From January and then on a termly basis, waiting lists will be cleared and parents will need to re-apply each term if they still want their child to be considered for a place at the school.

B5 Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group if they feel their child is not ready to be admitted with their peers, for example because the child has suffered ill health.

Requests must be submitted in writing to the local authority and include any supporting evidence from relevant professionals.

Requests must be submitted **before** the closing date for applications in the child's normal age group in good time for the local authority to notify the trust and for the committee to consider the request and inform the parent of the outcome before the closing date for the normal age group. In other words, for children due to start Year 7 in September 2020 where the parent wishes the child to delay admission until 2021, requests must be submitted well before 31 October 2019.

The committee will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the Headteacher/Principal.

A parent's right to appeal set out below does not apply if they are offered a place at the school but it is not in their preferred age group.

B6 Appeals

Please see Part D for information on a parent's right to appeal if they are refused a place for their child.

Part C – Admission to Years 12-13

C1 How and when to apply for places

Places are available for external students who did not attend the school in Year 11. All applications for school places must be made directly to Benfield School by the day before the start of the Autumn Term. Application forms are available from the school.

C2 Late applications

Applications received after the closing date for admission will be classed as late and processed after all of the applications received on time.

C3 How places will be allocated

Students with an Education, Health and Care Plan which names Benfield School will be admitted to the school.

The entry requirements for sixth form are largely dependent on the course of study that a student wishes to access. They are the same for internal and external students.

Usually students wishing to access advanced level courses must possess a minimum of five GCSEs at grade five. Details of specific entry requirements and courses available may be obtained from Benfield School and are published in the sixth form prospectus. Any meetings held to discuss options and courses will not form part of the decision-making process.

Subject to meeting the relevant entry requirements, if there are enough places at the school every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used by the committee in the order shown to decide which students will be allocated places:

1. Children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, child arrangements or special guardianship order. Applications under this criterion must be accompanied by evidence of the appropriate order. For normal round admissions this must be submitted before the closing date for applications.
2. Children who appear to the committee to have been in state care outside of England and ceased to be in state care as a result of being adopted. Applications under this criterion will require appropriate evidence from the child's parents of the child's adoption from state care outside England.
3. Children with a sibling who will be on roll at the school on the date that the child will be admitted in September 2020. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's partner, as long as the children live at the same address.
4. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a

disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.

5. Other children by distance from the school, with priority for admission given to children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates

Tiebreak:

- In the event that more than one child has an equal right to an available place (i.e. if the distance between two children's homes is the same when criterion 5 is applied) the place will be offered based on random allocation. This process will be independently verified by the local authority.

Additional notes:

- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. In the event of a dispute the school will accept an application from the parent to whom the child benefit or child tax credit is paid.
- When stating your choice of school, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives at more than one address Monday to Friday (for example, due to a separation), the child's address should be the address where the child lives most of the time. Only one address can be used. If the child lives at two addresses, the local authority will use the address of the parent that claims the child benefit or child tax credit. If these benefits are not claimed, the address where the child is registered with a GP will be used in order to determine what will be considered the child's main address.
- The school may ask to inspect evidence of the address listed on the application in the form of a recent bill e.g. the most recent council tax bill, a utility bill that is no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. The school may seek further evidence if there is any doubt that the parent and child are not living at the address given on the application form.

C4 Appeals

Please see Part D for information on a parent's right to appeal if they are refused a place for their child.

Part D - Right of appeal

Parents who are refused a place for their child have a statutory right of appeal to an independent appeals panel.

Appeals relating to Year 7 transfer places should be submitted **by 3 April 2020** to ensure they will be heard before the end of July 2020.

The trust will ask the local authority to establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

Please contact Newcastle City Council's School Appeals Team for information (phone 0191 277 7427 or email schoolappeals@newcastle.gov.uk). Information is also available at www.newcastle.gov.uk/admissions

Part E - Definitions

Parent is defined in section 576 of the Education Act 1996 as including any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A **Looked After Child** is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions, in accordance with section 22 of the Children Act 1989, at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **Adoption Order** is an order made under Section 12 of the Adoption Act 1976 or Section 46 of the Adoption and Children Act 2002.

A **Child Arrangements Order** (previously known as a **Residence Order**) is an order made under Section 8 of the Children Act 1989, as amended by Section 14 of the Children Act 2014, outlining the arrangements as to the person with whom the child will live.

A **Special Guardianship Order** is an order made under Section 14A of the Children Act 1989 appointing one or more individuals to be a child's special guardian or guardians.

A child is regarded as having been in **state care in a place outside of England** if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.