

# Admission policy for Bridgewater for the academic year 2019/20

This Admissions policy has been formally adopted by the Governing Body of this school. In this school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.

The number of places available in the Reception class 2019/20 is 60.

## 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 Reception places for September 2019 must be submitted **by midday on 15 January 2019**. Applications for school places in other year groups or after the start of the school year can be submitted at any time.

## Late applications

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

## Admission of children outside their normal year group

Parents may request that their child is admitted outside their normal age group if they feel their child is not ready to start school with their peers, for example because the child has suffered ill health or is summer born (born between 1 April 2015 and 31 August 2015). Requests must be submitted in writing to the LA and include any supporting evidence from relevant professionals.

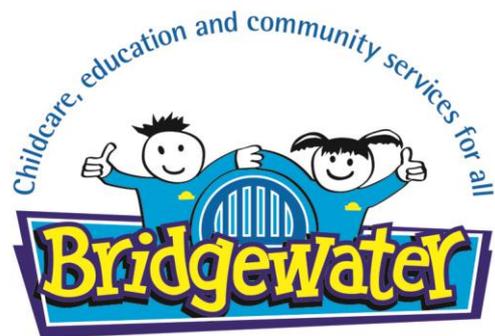
Requests must be submitted before the closing date for reception applications in the child's normal age group in good time for the LA to be able to consult the governing body and Head teacher of the school and inform the parent of the outcome before the closing date for the normal age group. In other words, for children due to start school in September 2019 where the parent wishes the child to delay admission until 2020, parents must submit their requests well before 15 January 2019. The LA will consider each case individually. (For further information please refer to the Admissions Code).

## How places will be allocated

Children who have a statement of Special Educational Need (or an Education, Health and Care Plan) which names the school will be admitted to the school. Thereafter, if there are enough places at the school then 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 in the order shown to decide which children will be allocated places.

1. Children who are currently looked after by a local authority and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
2. Children with a sibling already on the school roll in September 2019.
3. Children with an exceptional medical reason that means they can only attend that 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 Bridgewater



School and must clearly demonstrate why Bridgewater School is the only school that can meet the child's needs.

4. 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.

In the event that more than one child has an equal right to an available place the place will be offered based on random allocation.

### **Children already attending nursery**

Children in Bridgewater Nursery provision are not given priority over other applicants. In the event that the school is oversubscribed, attendance at Bridgewater Nursery does not guarantee a reception place in the main school.

### **Once you are offered a place**

Once offered a school place you will have two weeks to respond to the offer. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.

### **Shared parental responsibility**

Parents who share responsibility for the care of their child are required to reach agreement to a school placement between them.

### **Registered addresses**

You must give the child's permanent address at the time of application. Only one permanent address can be used. If the child has more than one permanent address, the parents or carers must decide between themselves which address to use for school purposes.

### **Waiting lists**

For applications for reception places, waiting lists will be kept until the end of December 2018 and will then be cleared. Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received.

From January 2020 (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.

### **Right of appeal**

Parents/carers who are refused a place for their child have a statutory right of appeal to an independent appeals panel. Please contact the School Appeals Team for information (phone 0191 277 7427 or email [schoolappeals@newcastle.gov.uk](mailto:schoolappeals@newcastle.gov.uk)). Information is also available at [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions)

### **Definitions**

- **Sibling** means brother, sister, half-brother, half-sister, step brother, step sister, or a child of the parent's partner or a child of the carer's partner where all of the children live at the same address.
- **School roll** means children from reception class thorough to year six who are enrolled to attend Bridgewater School.
- A **Looked After Child** is a child who is in the care of a local authority 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 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order**) is an order outlining the arrangements as to the person with whom the child will live.

- A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.

### **Providing false information to obtain a school place**

Anyone who provides false information (or is alleged to have provided false information) in order to obtain a school place will be reported to the LA, which may result in action being taken against them, including the withdrawal of a child's school place.