



Lingfield Education Trust

Admissions Policy

(Admissions 2027-28)

Policy Version Control	
Policy type	Academy Trust
Policy prepared by (name and delegation)	Helen Bone Head of Finance
Last review date	Autumn 25
Description of changes	Schools who have joined LET during 2024-25 academic year added to the policy PAN reduced for Handale Primary School Oversubscription criteria Cambrai Inclusion of new schools Wording changes
Date of Trust approval	Dec 25 Meeting
Date released	Feb 26
Next review date	Autumn 26

Contents

1. Introduction	3
2. Legislation and statutory requirements	3
3. Definitions	4
3.1 Normal Admissions Round.....	4
3.2 Home Address	4
3.3 Siblings.....	5
4. How to apply	5
5. Requests for admission outside the normal age group.....	5
6. Allocation of places.....	5
6.1 Admission numbers.....	6
6.2 Oversubscription criteria	7
6.3 Tie break	7
6.4 Deferred entry or admission of children below compulsory school age	7
6.5 Multiple Births.....	7
6.6 Fair Access Protocol.....	7
7. In-year admissions	7
8. Appeals.....	7
9. Waiting Lists	8
10. Monitoring arrangements	8
Appendix 1 - Oversubscription Criteria and Tie Break for Schools located in Redcar and Cleveland.....	10
Appendix 2 - Oversubscription Criteria and Tie Break for Schools located in Darlington	12
Appendix 3 - Oversubscription Criteria and Tie Break for Schools located in Stockton	14
Appendix 4 - Oversubscription Criteria and Tie Break for Schools located in Middlesbrough.....	16
Appendix 5 - Oversubscription Criteria and Tie Break for Cambrai Primary School located in North Yorkshire ..	18
Appendix 6 - Oversubscription Criteria and Tie Break for Schools located in Durham	21
Appendix 7 - Oversubscription Criteria and Tie Break for West Park, Darlington.....	23
Appendix 8- Oversubscription Criteria and Tie Break for Schools located in Hartlepool.....	25

1. Introduction

This policy aims to:

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

Lingfield Education Trust are the admissions authority for the Trust schools and have chosen to follow the Coordinated Admissions scheme of the Local Authority in which the school is located, except for West Park Academy. The Trust schools are located in the following Local Authorities:

Local Authority	School
Darlington	Corporation Road Heathfield Hurworth Mount Pleasant Northwood West Park
Durham	Vane Road Woodham Burn Prince Bishops
Middlesbrough	Captain Cook Hemlington Hall Lingfield Marton Manor The Avenue Viewley Hill
North Yorkshire	Cambrai
Redcar & Cleveland	Handale Lingdale Chaloner
Stockton	Preston Harewood Mandale Mill
Hartlepool	Lynnfield Golden Flatts

2. Legislation and statutory requirements

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

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

We are required by our funding agreement 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 our funding agreement and articles of association.

3. Definitions

3.1 Normal Admissions Round

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at a 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 their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

3.2 Home Address

When parents/carers state their school preferences they must give the home address at the time of application. They must not give the address of child-minders or other family members who may share in the care of the child.

For parents/carers:

- Who may have more than one property, or
- Where parents/carers are separated and the child lives for periods with both, or
- If the main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation,

It is advised that parents/carers consult the appendices to this policy or contact the relevant Local Authority for further guidance about which address to use in the application.

For children of UK service personnel and crown servants, the school will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area. The school will use the address at which the child will live when applying oversubscription criteria, as long as some evidence of their intended address is provided. The school will use a Unit or quartering address as the home address where requested.

3.3 Siblings

For the purposes of school admissions, the definition of sibling will be made clear by the oversubscription criteria (e.g. whether it will include half-siblings and step-siblings, foster siblings, adopted siblings, or other children living permanently at the same address). See the appendices of this policy for further details or contact the relevant Local Authority.

4. 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 one of our nurseries **will not transfer automatically** into reception in the attached school (or any of our other schools). A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents/carers are entitled to request a place for their child outside of their normal age group.

Parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on his or her schooling.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents'/carers' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the arrangements laid out in this policy, including the relevant oversubscription criteria. Applications will not be treated as a lower priority if parents/carers have made a request for a child to be admitted outside the normal age group.

Parents/carers will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents/carers do not have a right to appeal if they are offered a place but it is not in their preferred age group.

6. Allocation of places

The Trust have chosen to follow the Coordinated Admissions Scheme of the Local Authority in which the school is located. For all schools coordinated admissions forms must be completed and returned by the closing date, which is usually a date in January. Correspondence will be sent to parents/carers confirming the outcome of the process in April.

For the timetable for primary school admissions for the September 2027 intake and further details about the admissions process please visit the relevant Local Authority's website.

Local Authority	Link
Darlington	https://www.darlington.gov.uk/education-and-learning/school-years/admissions/
Durham	https://www.durham.gov.uk/schooladmissions
Middlesbrough	https://www.middlesbrough.gov.uk/schools-and-education/school-admissions/
North Yorkshire	https://www.northyorks.gov.uk/education-and-learning/school-admissions
Redcar and Cleveland	https://www.redcar-cleveland.gov.uk/schools-and-education/school-admissions
Stockton	https://www.stockton.gov.uk/school-admissions
Hartlepool	https://www.hartlepool.gov.uk/school-admissions-appeals

6.1 Admission numbers

Our schools have the following published admission numbers (PAN) for entry in reception:

School	Admission Number
Cambrai	30
Captain Cook	60
Chaloner	30
Corporation Road	30
Golden Flatts	30
Handale	30
Heathfield	60
Harewood	60
Hemlington Hall	30
Hurworth	30
Lingfield	30
Lingdale	20
Lynnfield	55
Marton Manor	30
Mandale Mill	60
Mount Pleasant	30
Northwood	60
Preston Primary	29
Prince Bishops	30
The Avenue	60
Vane Road	60
Viewley Hill	39
West Park	60
Woodburn Burn	30

6.2 Oversubscription criteria

The oversubscription criteria for the school is dependent on which local authority it is located, except for West Park who have their own oversubscription criteria. For further details of the oversubscription criteria, please see the appendices of this policy.

If a Trust school is not oversubscribed, all applicants will be offered a place.

In the event that a school in the Trust receives more applications than the number of places available, places will be given to those children who meet the criteria set out in the appendices of this policy, in order, until all places are filled.

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with an Educational Health and Care Plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final Educational Health and Care Plan has been issued.

6.3 Tie break

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined by the relevant appendices, there will be a tie breaker to decide between applicants. The Trust will follow the tie break method outlined by the Local Authority where the school is located – see appendices.

6.4 Deferred entry or admission of children below compulsory school age

Children are entitled to a full-time school place in the September following their fourth birthday. Requests to defer a child's start date or attend part-time until a child's compulsory school age*, but not beyond the beginning of the final term of the academic year, will be considered by the school on a case-by-case basis after the Local Authority has allocated a place as part of the normal admissions round.

It is recommended that parents/carers visit the school before deciding to delay a child's entry to school. The school will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through school. They may also be able to allay any concerns parents/carers may have about their child's readiness for school.

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

6.5 Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted' pupil will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

6.6 Fair Access Protocol

We participate in our local authorities' Fair Access Protocol. This helps make sure 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. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. Applications will be co-ordinated by the Admissions Team of the Local Authority in which the school is located.

8. Appeals

If your child's application for a place at one of the schools in our Trust is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Parents/carers have the right of appeal to an independent appeal panel if they are dissatisfied with an admissions decision of

the Trust. The appeal panel will be independent of the Trust. If you wish to appeal, you must follow the appeals process for the Local Authority in which the school is located.

For North Yorkshire schools (Cambrai) follow:

<https://www.northyorks.gov.uk/education-and-learning/school-admissions/appeal-school-place>

For Darlington schools (Northwood, Heathfield, Mount Pleasant, Corporation Road, Hurworth, West Park) follow:

<https://www.darlington.gov.uk/education-and-learning/schoolyears/admissions/appeals/#:~:text=Appeals%20are%20heard%20by%20an,or%20representative%20to%20support%20them>.

For Stockton schools (Preston, Mandale Mill and Harewood) follow:

<https://www.stockton.gov.uk/article/2520/Appeal-a-school-place-decision>

For Redcar and Cleveland schools (Chaloner, Lingdale and Handale) information about how to appeal a decision will be included with the offer of a place. See <https://www.redcar-cleveland.gov.uk/schools-and-education/schooladmissions/primary-school-admissions> for further details.

For Hartlepool schools (Golden Flatts and Lynnfield) follow:

[Appeal for a school place | Hartlepool Borough Council](#)

For Middlesbrough schools (Captain Cook, Lingfield Primary School, Marton Manor, Hemlington Hall, Viewley Hill and The Avenue Primary School) please contact the school office directly to receive information on the appeals process.

Parents/carers will be notified of their appeal date at least 10 school days before the appeal is considered by the Independent Panel. This will include a timetable for the appeal to be heard.

A copy of the school's statement of case will be sent to each parent/carer in line with the timetable that includes the opportunity, along with necessary deadlines, for parents/carers, the School and the Independent Panel to submit questions and receive answers to those questions.

Any additional evidence parents/carers wish to submit in support of their appeal must be sent to the clerk in line with the appeal timetable. Any evidence not submitted by this deadlines included within the timetable may not be considered by the Independent Admissions Appeal Panel.

9. Waiting Lists

A waiting list will be kept at each school until the 31st December of each school year of admission. Each child will be added to the list and ranked in line with the oversubscription criteria. Priority will not be given to children based on the date of their application or when their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

10. Monitoring arrangements

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

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the board of trustees will publicly consult on these changes.

The board of trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.

DRAFT

Appendix 1 - Oversubscription Criteria and Tie Break for Schools located in Redcar and Cleveland

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.
(iii) Children who have elder brothers or sisters attending the school in the 2026/27 school year.	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 2027/28 school year. '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.
(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.	Social reasons generally do not include domestic circumstances such as parents' working commitments, childcare arrangements, or separation from friends. 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. 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. The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be

CRITERIA (In priority order)	EXPLANATORY NOTES
	carefully considered by the local authority's professional advisors as to whether or not your application falls into this category.
(v) Children living closest to the school	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.

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.

Appendix 2 - Oversubscription Criteria and Tie Break for Schools located in Darlington

- Priority 1 Looked After, Previously Looked After Children & Internationally Adopted previously Looked After Children**
Looked after children and previously looked after but immediately after becoming looked after became subject to adoption, a child arrangement order or special guardianship order. Children who appear to Darlington Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (see not 1 & 2)
- Priority 2 Medical Reasons**
Children with exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner (see note 3)
- Priority 3 Family Links**
Children who have a brother or sister already attending the school and are expected to be on roll at that school at the time of admission (see note 4)
- Priority 4 Distance**
Children who live nearest the preferred school measured from the front door of the home address (including flats) (see note 6) to the main school gate, by the shortest walking route. This will be based on the home address of the child (see note 7)

Notes

1) Looked after children

- 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 (see the definition in Section 22(1) of the Children Act 1989)
- An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.
- A child arrangement order is an order outlining the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.
- A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A Children Act 1989).
- A previously looked after child is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

2) State Care Outside of England

Children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

3) Medical Criterion

If a parent states a preference and indicates their reason for doing so is 'medical', then they are required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why the school in question is the most suitable

school and the difficulties it would cause if their child had to travel to another school. Permission from parents must be given to share this information.

4) Family Links

Children have a family link if:

- They are half or full brother or sister;
- They are adoptive brother or sister;
- They are a foster brother or sister;
- Their carers' are married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special guardianship/child arrangements order)

5) Measurements

For applications which require a measurement to be undertaken to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements. The measurement will take the shortest walking route judged to be safe (*lighting at regular intervals and paved/tarmacked). However, for some applications the authority recognises that the shortest route may not be a safe* route to walk in its entirety but may be a combination of both the shortest safest* walking route and a road route which will determine the basis of the measurement. The Local Authority accepts there may be exceptions and will treat each case on its merits.

6) Home Address

The home address is used when applying under criteria 4 of the admissions policy. This means that when a parent states their school preference's they must give the home address at the time of application. Parents must not give the address of childminders or other family members who may share in the care of their child. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside (Monday to Friday).

Similarly, where parents are separated and the child lives for periods with both, then the home address will be where the child mainly resides Monday to Friday or where a court has determined it should be. If the main address has changed temporarily, for example where a parent resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent was resident before the period of temporary residence began. However, if the property has been sold (exchanged contracts) and the family have moved into temporary accommodation, then parents will be required to provide evidence of their situation and a decision will be made based upon the evidence provided.

Tie-Break

In the event of a tie-break in any criteria, distance will be the deciding factor. The Authority will carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer* as distance will be the deciding factor.

Appendix 3 - Oversubscription Criteria and Tie Break for Schools located in Stockton

CRITERIA (In priority order)	EXPLANATORY NOTES
1. Looked after children¹ and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted². Previously looked after children are children who were looked after but ceased to be so because they were adopted³ (or became subject to a child arrangements order⁴ or special guardianship order⁵).	¹ 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. ² A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. ³ This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). ⁴ Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. ⁵ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Pupils who have a brother or sister permanently living at the same address, who are still at the school when the pupil begins. Please note – this only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school	<u>We define brother or sister as follows:</u> • A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of partners who are permanently living at the same address as a family unit. In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children. • We will consider brothers or sisters who live in separate households because the parents are separated and have shared responsibility for the children under conditions covering exceptional social or medical reasons. This does not include separate families living together in the same property. • If there are other family situations where there are different carers, e.g., aunts, uncles or grandparents, each case will be considered individually.
3. Pupils permanently resident i.e., the address	

at which the child is registered for child benefit, who expresses a preference for that school (proof of address may be required) within the admission zone who have returned a Common Application Form by the closing date (15 th January for Primary applications).	When a school is oversubscribed with in-zone applications i.e., there are more applications from children living in the admission zone of the school than there are places available, we will allocate places: to children permanently living in the admission zone (Criterion 3) according to their distance from the school measured in a straight line “as the crow flies” (Criterion 4).
4. Pupils who live closest to a particular school measured in a straight line “as the crow flies”.	The LA uses a Geographic Information System, known as GIS, to identify and measure the distance from the central point of the home to the central point of the school. The distance is measured electronically from the central point of the school taken from the council maintained Local Land and Property Gazetteer, LLPG, (the same point for all applications) to the central point of the home (including flats) also taken from the LLPG. The GIS undertakes all measures in the same way for every applicant, to ensure consistency and fairness.

Tie Breaker

In the event of two or more applicants tying when any of the admission criteria is applied, positions will be determined by distance, measured in a straight line ‘as the crow flies’. For example, this may occur if the distance between the home and the School is exactly the same. The LA uses a Geographic Information System, known as GIS, to identify and measure the distance from the central point of the home to the central point of the school. The distance is measured electronically from the central point of the school taken from the council maintained Local Land and Property Gazetteer, LLPG, (the same point for all applications) to the central point of the home (including flats) also taken from the LLPG. The GIS undertakes all measures in the same way for every applicant, to ensure consistency and fairness.

Appendix 4 - Oversubscription Criteria and Tie Break for Schools located in Middlesbrough

Pupils with an Education, Health and Care Plan where the school is named in the Plan, will be admitted to the school. The remaining places will be awarded in the following priority order:

- 1) Children who are a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order [1] including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989). See Note 1.
- 2) Pupils permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required). (See Child's Home Address section)
- 3) Pupils who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/ guardian's partner living at the same address attending the school in the September of admission See Note 2.
- 4) Pupils with exceptional social and/or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents/guardians working commitments or childcare arrangements. Exceptional circumstances such as parents/guardians who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's/guradian's GP or other relevant professional such as a social worker must be submitted with the application). The supporting letter should detail why the school(s) applied for is/are the only one(s) that can accommodate the child. See Note 3.
- 5) Pupils who reside closest to the school as determined by a straight-line distance measurement; from the address point for the child's home to the identified main school gate, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

¹ 1 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were

accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

When distinguishing between pupils within the same criteria the pupil with the highest second criteria will be admitted i.e. a pupil living within the admission zone who has a brother or sister attending the school in the September of admission will have a higher criteria than a pupil who lives in the admission zone but does not have a brother or sister attending the school.

Tie Break

Should it not be possible to separate two or more applications, for example two applicants who live at an equal distance from the school, the Local Authority's computerised system will use random selection.

Note 1: Relevant evidence must be provided such as copy of the adoption certificate or court order plus details of when and where the child was in care and names and contact details of social workers involved. If relevant evidence is not provided the child cannot be considered under this criteria.

Note 2: For consideration under the sibling criteria, the sibling must still attend the school at the time when the child for whom the place is sought joins the school. This criterion only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school.

Note 3: Full details must be submitted at the time of application. If you have any concerns or need any guidance about what might be classed as exceptional social or medical reasons, or what evidence may be submitted, please contact the Admissions Team to discuss the matter in confidence before you submit your application. Applications submitted with evidence appertaining to exceptional social and or medical reasons may be shared with and discussed at an admissions panel meeting which can include professionals such as a doctor, educational psychologist, social worker etc who will give opinions and make decisions on whether the application fits the criteria

Child's Home Address

A child's home address, for the purpose of School Admissions, is considered to be the parent's or legal guardian's permanent address. If parents do not live together and your child lives for periods of time with each parent, the home address will be the one where the parent receiving the Child Benefit lives.

Proof of address may be required. Parents must not give the address of child minders, grandparents or other family members or friends who may share in the care of the child.

Appendix 5 - Oversubscription Criteria and Tie Break for Cambrai Primary School located in North Yorkshire

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with an Educational Health and Care Plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final Educational Health and Care Plan has been issued.

If the number of applications exceeds the Published Admission Number (PAN), after the admission of children where the school is named in the Education Health and Care Plan the following oversubscription:

Order	Priority group	More details
1	Looked after children and all previously looked after children for whom the school has been expressed as a preference. Children who appear to the admissions authority to have been in state care outside of England and cease to be in state care as a result of being adopted.	This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children's Act 2002. Child Arrangements Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order. A child is regarded as being in state care outside of England if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society.
2	Children the authority considers have special social or medical reasons for admission.	We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reasons why the school in question is the only school and the difficulties that would be caused if the child had to attend another school. Panels of professionally qualified people will consider all applications made under priority group 2. Find more information in our application form guidance.

3	Sibling Links	Children who have a sibling already attending the school and where the sibling is expected to be on roll at the time of admission. In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of a parent or carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".
4	Distance to the school	Children who live nearest the school.

Tie break and Distance Measuring

If there are not enough places in any of the priority groups, priority will be given first to those with a sibling already attending the school and where the sibling is expected to be on roll at the time of admission., then to those children who live nearest to the school applied for.

All distance measurements are based on the nearest route recognised by our electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the property, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the admissions team, and no other mapping system.

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group, a random allocation will be used.

Random allocation procedure

Random allocations are necessary where:

1. There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants.
2. This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise. In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

This entire process is to be carried out in sight of, and under the scrutiny of, the independent scrutineer.

1. The admissions officer allocates each pupil to be included in the draw a number, and records it on the 'random allocation cross reference sheet'. This is placed in a sealed envelope.

2. The admissions officer prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The admissions officer folds each numbered sheet and seals them in identical envelopes, that is, envelopes with no visibly identifiable differences.
4. The admissions officer shuffles the envelopes and hands them to the person who makes the draw, who shuffles the envelopes again, picks one envelope and opens it.
5. The admissions officer records the first number drawn on the 'random allocation record sheet'.
6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
7. The admissions officer then opens the previously sealed envelope containing the 'random allocation cross reference sheet' and records the numbers drawn on the 'random allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.
8. Once the process has been completed, the admissions officer, independent scrutineer and person who makes the draw should sign and date both the 'random allocation record sheet' and the 'random allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.

Definition of roles

- **independent scrutineer** - this is a person who ensures the process is carried out in a correct and transparent way - the independent scrutineer must be independent of the school for which the allocation is to be made and also must be independent of the council's admissions and transport team
- **admissions officer** - this is an officer from the council's admissions and transport team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the independent scrutineer
- **person who makes the draw** - this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the council's admissions and transport team

Appendix 6 - Oversubscription Criteria and Tie Break for Schools located in Durham

If more children want a place than there are places available, we will offer places according to the following criteria, strictly in order of priority.

(i) Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangements, or special guardianship order or, children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

A "looked after" child is a child who is, at the time of making an application to a school, in the care of a local authority in England, or being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under Section 12 of the Adoption Act 1976 or Section 46 of the Adoption and Children Act 2002. A "child arrangements order" is an order settling the arrangements to be made as to the person with whom the child is to live under Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

(ii) Medical reasons - children with very exceptional medical factors directly related to school placement

Some admission authorities will consider individual applications for children with very exceptional medical factors directly related to school placement. This type of application must be supported in writing by relevant professional agencies such as a doctor and it is the parents' responsibility to provide the relevant documentation.

This supporting evidence should be wholly persuasive. It must explain why the school you wish your child to attend is the only school based on fact, not opinion, that can meet your child's medical or social needs and the difficulties that would be caused if they had to attend another school. Reasons such as food allergies and attention deficit hyperactivity disorder (ADHD) will not be considered as exceptional medical factors as all schools are able to effectively manage these.

Supporting evidence will be considered by the relevant admission authority and may require liaison with relevant health care professionals. The provision of any information or evidence does not necessarily in itself guarantee the offer of a place at your desired school. The relevant admission authority will make the final decision on the application.

(iii) Sibling links - Children who have a sibling already attending the school and who is expected to be on roll at the school at the time of admission

Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or stepsisters and children of the parent or carer's partner. You should indicate when applying if there is a sibling currently attending the school for which they have applied.

If parents are separated and the sibling lives with each parent an equal amount of time during the school year, you must either agree between each other, or if that is not possible, provide a Court Order as to which address should be considered as the main address for this purpose. An offer of a school place will not be made unless or until only one home address has been agreed.

(iv) Distance - Children who live nearest the preferred school or academy measured by the shortest walking route

This will be based on the child's address. If parents are separated and the child lives with each parent an equal amount of time during the school year, you must either agree between each other, or if that is not possible, provide a Court Order as to which address should be considered as the main address for this purpose. An offer of a school place will not be made unless or until only one home address has been agreed.

Tiebreaker - when a school is oversubscribed within any of the above criteria, the following tiebreaker will be applied

Priority will be given to those children who live nearest to the school applied for. Otherwise, if only one final place can be offered and two applicants live equidistant from the school, the council's system of random allocation will apply.

A Geographic Information System (GIS) is used to identify and measure the shortest walking route. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point of the child's house or in the case of a flat from the centre point of the building, to the closest point on the nearest route on the Ordnance Survey MasterMap® Highways Network - Roads and the Ordnance Survey MasterMap® Highways Network - Paths to the nearest school site entrance.

The council will not include any other routes or use other methods of measurement.

Appendix 7 - Oversubscription Criteria and Tie Break for West Park, Darlington

After the admission of children with a statement of special educational need where West Park Academy is named on the statement and where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

Priority 1 - Looked After Children

- 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- A previously looked after child is a child who immediately moved on from that status after becoming subject to an adoption order, a child arrangements order or a special guardianship order including those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- An 'adoption order' is an order made under section 46 of the Adoption and Children Act 2002 and Section 12 of the Adoption Act 1976
- A 'child arrangements order' is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians as defined under Section 14A of the Children's Act 1989
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Priority 2 - Medical Reasons

Children with very exceptional medical factors directly relating to a placement at West Park Academy. Applications under this criterion should be supported by written evidence from a doctor. (See explanation)

Priority 3 - Family Links

Children who have a brother or sister already attending the school and are expected to be on roll at the school at the time of admission.

Priority 4 – West Park Academy Nursery

Children who are transferring from lower foundation stage (Nursery) to upper foundation stage (Reception) will be given priority over children from other settings.

Priority 5 - Distance

Urban Wards of Darlington Borough Council - Pupils who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate, by the shortest walking route. This will be based on the home address of the child. To remain consistent, the Local Authority's Geographical Information System will be used to measure all distances. The criterion when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmacked).

Explanations

Tie-Break

In the event of a tie-break, we would use the services of the Local Authority to carry out a thorough investigation, which may involve an Officer walking the route using a pedometer as distance will be the deciding factor.

State Care Outside of England

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.

Medical Criterion

If you state a preference for a school and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why West Park Academy is the most suitable school and the difficulties it would cause if your child had to travel to another school.

The Authority reserves the right to make contact with the professional practitioner for independent information regarding your child's condition. We may also seek advice from other qualified professionals, e.g. Psychologists or other specialist where necessary.

Family Links

Children have a family link if:

- They are half or full brother or sister
- They are adoptive brother or sister
- They are a foster brother or sister;
 - Their carers are married/co-habiting and children live together in the same household
- They are children of the same household (e.g. carers have special Guardianship)

Home Address

The address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address at the time of application. You must not give the address of childminders or other family members who may share in the care of your child. For parents/carers who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside. Where the childcare arrangements are shared jointly between both parents, the Local Authority will consider the mother's home address to be the relevant address when considering the application unless legal documentation is provided to the contrary.

Appendix 8- Oversubscription Criteria and Tie Break for Schools located in Hartlepool

Pupils with an Education, Health and Care Plan where the school is named in the Plan, will be admitted to the school. The remaining places will be awarded in the following priority order:

Oversubscription Criteria:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, child arrangements order, or special guardianship order¹ including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989).
2. Those children who have brothers or sisters who will be attending the school at the time of Admission
3. Those children who live in the school's admission zone
4. Those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
5. Those children who live closest to the school as determined by a straight line distance measurement; from the address point (geographical co-ordinates) for the child's home to the address point (geographical co-ordinates) of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

1 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and

Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

6.

Tie-breaker:

If more children qualify under a particular criterion than there are places available, priority will be given to those children who live closest to the school (as described under criteria 5). Should it not be possible to separate two or more applications, for example two applicants who live at an equal distance from the school, the Local Authority's computerised system will use random selection.

Definitions:

Sibling: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/guardian's partner and, in every case, the child should be living in the same family unit at the same address. In all cases the responsible parent will hold the child benefit for those children permanently living at that address. A brother or sister living at the same address must be attending the preferred school at the same time as the child who is applying. Please note, this criteria only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school

Twins or multiple birth children: If you have more than one child who are twins or part of a multiple birth going through the application process this year, you must make a separate application for each child and indicate on each online or paper form that your child has a sibling also going through the process. For community schools, we will offer a place to the other child(ren) if one of your twins/multiple birth children is offered the last place available and you have applied to the same school for the other child(ren).

Distance: Distance will be measured by a straight line measurement from the address point (geographical co-ordinates) of the child's home address to the address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Admission Zone: All **community schools in Hartlepool** have a defined geographic area called an Admission Zone. Do not assume that you live within a particular school's admission zone as some streets are split. To find out which admission zone you live in contact the School Admissions Team on telephone number 01429 523765 or 01429 523768. Please note, a child is not guaranteed a place at an admission zone school.

Medical Grounds/Exceptional Circumstances: A panel of specialist officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this criterion. If you think your child has a particular medical or social need to go to a certain school, you must provide supporting evidence from a doctor, psychologist or other professional involved with your child. The supporting evidence must relate specifically to the school you are claiming medical

grounds/exceptional circumstances for, and clearly demonstrate why it is only that school that can meet your child's needs in a way that no other school can. If you are applying on-line for a place under this criterion, please send your supporting evidence to the Admissions Team by the National closing date, which should include your child's name and date of birth.

NB: Exceptional social reasons do not, in the view of the Authority, include domestic inconvenience arising from parents' work patterns, child-minding problems, separation from particular nursery/primary school friends. Problems of this kind are widespread and cannot be classed as exceptional. Medical reasons do not include temporary conditions. They are permanent medical conditions which require special treatment available at the preferred school only. Medical evidence must be provided and the Authority's officers must be satisfied that the child would suffer to a significant degree if he/she went to any other school.

NOTES:

Criteria 1 Applications

- Applications from children who are looked after must be accompanied by a letter from the Social Worker confirming the legal status of the child and the reasons for the school preferences. Any change of legal status and/or placement arrangements must be notified to the Admissions Team.
- Applications for previously looked after children must be accompanied by a copy of any Special Guardianship Order, Adoption Order or Child Arrangements Order.
- Applications for children previously in state care outside of England must provide evidence of their child's previously looked after status with accompanying paperwork to evidence this eg a UK adoption order or a copy of the adoption order from the child's country of origin.

Criteria 2 Applications

To obtain a school place under the sibling criteria the sibling must still attend the school at the time when the child for whom the place is sought joins the school. This criterion only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school.

Criteria 4 Applications

A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Criteria 4 and must clearly demonstrate why it is the only school that can meet the child's needs. Criteria 4 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hartlepool have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one

specific school. Few applications under Criteria 4 are agreed. All applications are considered individually but a successful application should include the following:

- specific professional evidence that justifies why only one school can meet a child's individual needs, and/or
- professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs
- if the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate
- medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only one specific school essential.

Evidence should make clear why only one school is appropriate.

How to apply under Criteria 4

- Parents/guardians should submit all relevant information including professional evidence, with their application. If applying online, written information should be received before the closing date for applications and include the child's name and date of birth. Information provided after the closing date will only be considered when there are significant changes of circumstances.
- Applications under Criteria 4 will only be considered when supported by a letter from a professional involved with the child or family, for example, a doctor, psychologist or police officer. Supporting evidence should demonstrate why only one named school can meet the social/medical needs of the child or family.

Criteria 5 Applications

Should it not be possible to separate two or more applications the Local Authority's computerised system will randomly selected