

# Admissions Policy

## Eppleton Academy Primary School



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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

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

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

As an academy, the school is required by its 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

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**, as defined in [section 22 of the Children Act 1989](#), 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 ([defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014](#)), or
- Became subject to a special guardianship order ([defined in section 14A of the Children Act 1989](#))

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 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.

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.

The Trust Board of Eppleton Academy will be the Admission Authority for this academy. The Trust Board intends to admit up to 30 pupils into Reception in September 2024.

The admissions policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a preference for the school. However parental preference cannot be considered where the academy is over-subscribed in a particular year.

## **4. Allocation of places**

### **4.1 Published admission number (PAN)**

The school has an agreed admission number of 30 pupils for entry in reception September 2025.

### **4.2 Selection and banding**

The Trust Board of the Eppleton Academy, as the admissions authority, will admit students to the school in accordance with the following criteria in the following order of priority:

- 1 A 'Looked-after' child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order** – a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a **'Looked-after' child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted** – 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
- 2 A sibling link** – an older brother/sister or older child (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will still be attending Eppleton Academy at the time of admission.
- 3 Exceptional medical or psychological reasons** – (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school could meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of senior Academy staff).
- 4 Children of staff at the school, in either of the following circumstances:**
  - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 5 Children who attend Eppleton Academy Primary Nursery.**
- 6 Pupils for whom preferences are expressed on grounds other than that those outlined above.**

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). A child's

home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

At the first stage of allocations there will be no distinction between 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc. preference applications. Therefore, all applications will be considered equally against the admission criteria. If a pupil then qualifies for a place at more than one school, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Parents/carers who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter.

Where a pupil has an Education, Health & Care Plan naming a school, a place will be offered at that school (subject to confirmation by the SEN Unit).

It will be possible for Infant classes to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births, or of armed forces personnel.

Parents/carers who are awarded a place for their child may request that the date their child is admitted to school is deferred until later in the year or subsequent year, for example, until the start of the term when the child reaches compulsory school age. Parents can also request that their child takes up the place part time, if it is in the interest of the child, until the child is of compulsory school age. In this instance, parents must discuss this with the Head teacher. Compulsory school age is determined as the term after the child's fifth birthday.

It is possible for parents/carers to defer entry to Reception for summer born children until the following September, i.e. born between 1 April & 31 August. In the first instance, parents/carers should seek advice from the Local Authority.

#### **4.3 Oversubscription criteria**

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

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

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out above, in order until all places are filled. For children who are placed on a waiting list the list will be held until the 31<sup>st</sup> December, after this date parents/carers would need to reapply by completing a transfer form.

#### **4.4 Fair Access Protocol**

We participate in Sunderland'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.

#### **4.5 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.

## 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 our nursery 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 are entitled to request a place for their child outside of their normal age group.

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

- Parents' 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
- The head teacher'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 admission arrangements laid out in this policy, including the oversubscription criteria listed in section 4. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

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

## 7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round by completing a school transfer form (Which can be obtained from the child's current school). As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted. Parents are encouraged to contact the school office ([Office@eppletonacademyprimary.co.uk](mailto:Office@eppletonacademyprimary.co.uk)) for further information regarding in-year admissions.

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 this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

***Eppleton Academy Primary***

***Church Road***

***Hetton-le-Hole***

***Tyne & Wear***

***DH5 9AJ***

Parents will be notified of the outcome of their in-year application via a telephone phone call.

## Notes

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

It will be possible for Infant classes to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births or armed forces personnel.

## **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

Those making an appeal must do so within at least 20 school days from the date of notification that your application was unsuccessful to prepare and lodge your written appeal.

You will receive at least 10 school days' notice of your appeal hearing.

Decision letters will be sent within 5 school days of the hearing wherever possible.