



## Wilton Primary Academy Admissions Policy 2023/24

Tees Valley Education Trust

Version:	1.6
Ratified by:	Trust Board
Name of reviewer:	Emma Chawner, Director of Finance, Resources and Operations
Circulated to:	Trust Employees and Local Authority
Reviewed date:	August 2021
Target audience:	All Trust employees and general public



**TEES VALLEY**  
**EDUCATION**  
[www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk)

## TABLE OF CONTENTS

### **1. Contents**

2. INTRODUCTION.....	3
3. RECEPTION ADMISSIONS.....	3
4. MID-YEAR ADMISSIONS.....	3
5. IMPORTANT ADDITIONAL INFORMATION.....	4
6. PRIMARY ADMISSIONS - DETERMINING OFFERS IN RESPONSE TO APPLICATIONS.....	5
7. ADMISSION NUMBER FOR 2023 / 2024.....	5
8. OVER-SUBSCRIPTION CRITERIA.....	5
9. T I E - B R E A K.....	6
10. FURTHER INFORMATION.....	7

## **2. INTRODUCTION**

Admissions Policy for 2023/2024; Wilton Primary Academy, Tees Valley Education.

Trustees of Tees Valley Education have adopted the Redcar and Cleveland's Admissions Policy and Coordinated Scheme.

## **3. RECEPTION ADMISSIONS**

The Local Authority, [Redcar and Cleveland Borough Council](#) has a standard form which is used for the purpose of admitting pupils into reception classes (applications can also be made online). Both applications routes specify the closing date and, in the case of the paper application, the address to which the form must be returned. This year, applications for reception places must be submitted by 15th January 2023. Parents will be informed of the decision no later than the 16th April 2023. Any appeals against decisions should be submitted as soon as possible. In such cases, final decisions are made during June/July following independent panel hearings.

Application forms received after the closing date will be dealt with after all the other applications unless there is a good reason for their lateness, e.g. if a family moves into the area. In these cases, the application can be considered along with all of those that came in on time, providing the allocation of places has not already been completed.

Waiting lists for reception places continue to be maintained by the Local Authority until the end of the Autumn Term. Any places that become available during this time will be allocated in accordance with the published oversubscription criteria (see below).

## **4. MID-YEAR ADMISSIONS**

Applications for places in the reception class after the end of the autumn term and for other year groups are coordinated by the Local Authority. Parents should contact the Local Authority [Admissions Team](#) or the academy (01642 453374) to enquire about the availability of places and to request a 'Mid-Year Preference Form' (MYPF). Once completed, this form should be returned to the Local Authority Admissions Team within five school days. If the form is not returned during this period, the parent will be contacted by the Admissions Team. Wherever possible, children should continue to attend their current school/academy until the transfer has been considered and agreed. Failure to return the form within the five days whilst children are not attending a school may mean that the Children Missing Education Officer and Education Welfare Service will be informed.

The Attendance and Welfare Service provides advice and support to schools and families in respect of matters which may prevent children from fully benefiting from the educational opportunities available to them. The Service promotes regular school attendance supporting the Local Authority with its statutory duties regarding school attendance under section 444 of the Education Act 1996. The service recognises that good attendance is essential if pupils are to gain the most from their education. Frequent absence seriously disrupts the continuity of learning and leads to under-achievement and low attainment. Parents are primarily responsible for ensuring the regular school attendance of their children. They should speak to school in the first instance, if they have any concerns around their child's education or attendance. If you would like to

know more about the attendance and Welfare service or would like help or more information about this service, please telephone 01642 837738/37.

Prior to making an application to the academy, parents are encouraged to visit and should contact the academy office (01642 453374) to make arrangements. If a parent wishes to submit a MYPF during their visit to the academy, the administrative team will be happy to forward the form to the LA on their behalf.

The MYPF gives parents an opportunity to express up to three preferences and give their reasons for each preference. All preferences expressed will be considered on an equal weighting basis. Where a pupil is eligible for more than one place, they will be offered the highest ranked preference that has available places by the Local Authority as the admissions authority, or on behalf of another Local Authority or the admissions authority of a Voluntary Aided, Foundation School or Academy. If a place cannot be offered at a preferred school/academy, a place will be offered at the nearest alternative school that has places available.

The offer of a place is made by the Local Authority Admissions Team and pupils will not be admitted to Wilton Primary Academy until a place has been confirmed with the academy.

If a pupil wishing to attend Wilton Primary Academy already attends a Redcar and Cleveland primary school/academy, parents should, in the first instance, discuss the transfer with the pupil's current school/academy. If, following this discussion, they still want the transfer to proceed, they should then contact the [Local Authority Admissions Team](#) to request a MYPF. The parent/carer should return the form to the Local Authority within five school days. The Local Authority will then contact the academy to confirm whether there is a place available. In the event that a place is available, then a start date will be agreed.

If Wilton Primary Academy has reached its admission limit, and is unable to admit further pupils, a place will be refused and the parent/carers will be informed of their right to appeal against the decision and be issued with appeal forms. In exceptional circumstances, the academy may refuse to admit a pupil even when there are places available. Again, parents have a right of appeal against this decision. Information on the appeals process is included in the correspondence from the Local Authority Admissions Team.

Information about how to appeal a decision will be included with the offer of a place. You can also contact the Admissions Team on 01642 837740 or 01642 837730 or 01642 837702 for more information about making an appeal. Alternatively, you can email the Admissions Team with your query at [schools\\_admissions@redcar-cleveland.gov.uk](mailto:schools_admissions@redcar-cleveland.gov.uk) - their opening hours are: Monday-Thursday: 08:30-17:00, Friday: 08:30-16:30.

## **5. IMPORTANT ADDITIONAL INFORMATION**

It is important that parents ensure that the correct forms are used in all applications as those not presented on the agreed forms will not be considered unless the parent has also completed either the Redcar and Cleveland paper or online application or, if resident in another area, their home area's application form upon which the academy is nominated.

## **6. PRIMARY ADMISSIONS - DETERMINING OFFERS IN RESPONSE TO APPLICATIONS.**

The Local Authority will act as a clearing house for the allocation of mainstream places by the relevant admission authorities. The Local Authority will only make any decision with respect to the offer or refusal of a place in response to any preference expressed where:

- (a) it is acting in its separate capacity as an admission authority; or
- (b) an applicant is eligible for a place at more than one school, or
- (c) an applicant is not eligible for a place at any school that the parent has nominated.

## **7. ADMISSION NUMBER FOR 2023 / 2024**

Admission numbers are set with regard to the assessed capacity of schools.

However, these numbers may vary depending upon future plans and developments which impact on the physical capacity of the academy.

Wilton Primary Academy can currently admit 12 mainstream children into each year group. Where there are more applications made than places available, then all places are allocated using the following over-subscription criteria.

## **8. OVER-SUBSCRIPTION CRITERIA**

- (a) children who are cared for by the Local Authority.

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 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

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

- (b) children who are permanently resident in the admission zone defined for the academy.

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. You may be asked to provide proof. 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/academy.

(c) children not living in the admission zone who have elder brothers or sisters attending the academy in the 2023/2024 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 academy in the 2023/2024 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 place is sought is living in the same family unit at the same address as that sibling.

(d) children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school/academy, 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, 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 as to 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 carefully considered by the authority's professional advisors as to whether or not your application falls into this category.

(e) 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.

## **9. TIE - BREAK**

If it is necessary to distinguish between children within categories (a)-(d), places will be offered using the criteria listed above in priority order and determined by criteria (e) - 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 (e), 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.

## 10. FURTHER INFORMATION

Further information can be sought directly from Redcar and Cleveland Borough Council admissions teams:

**Telephone numbers:**

- 01642 837740
- 01642 837730
- 01642 837702

**Website:** <https://www.redcar-cleveland.gov.uk/schools-and-education/school-admissions/school-admissions-procedures>