



Admission Arrangements 2023-2024

Statement of Intent

To ensure equity and fair access, the Admissions Code states that in drawing up admission arrangements, admission authorities must ensure that the practices and the criteria used by **Highcliffe Primary School** decide on the allocation of school places are:

- ✓ Clear in the sense of being free from doubt and easily understood;
- ✓ Objective and based on known facts. Admission authorities and Governing Bodies must not make subjective decisions or use subjective criteria;
- ✓ Procedurally fair and also equitable for all groups of children and actively promote equity across all social groups and communities;
- ✓ Enable parents' preferences for the schools of their choice to be met to the maximum extent possible;
- ✓ Provide parents or carers with easy access to helpful admissions information;
- ✓ Comply with relevant legislation, including infant class sizes and equal opportunities, which have been determined in accordance with the statutory requirements.

Admission Policy

- ✓ We will work with Redcar and Cleveland Local Authority
- ✓ In order to meet these requirements, the Governing Body have agreed the school will work openly with Redcar and Cleveland Local Authority and follow the system that they have in place.

OVER – SUBSCRIPTION CRITERIA 2023/24

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 not living in the admission zone who have elder brothers or sisters attending the school in the 2022/23 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 2022/23 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 not living within the admission zone who have exceptional social and/or medical reasons for attending a particular	Social reasons generally do not include domestic circumstances such as parents'

	<p>school, professionally supported by an independent third party and sustained by the Authority's professional advisors.</p> <p>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.</p> <p>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.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the local authority's professional advisors as to whether or not your application falls into this category.</p>
v) Children living closest to the school	The distance from home to school will be measured on a computer on a straight line basis using the number and postcode of the house and 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 walker route using the number and postcode of the house and the postcode of the school.

Admission Applications

Parents will receive applications from their local councils between 15th November 2022 and 19th January 2023. Parents will be advised of school allocations on 16th April 2023.

Waiting Lists

Waiting lists for both Reception will be maintained by the LA until the end of the Autumn Term 2022. Any places that become available will be allocated in accordance with the published oversubscription criteria.

Late Applications

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.

CO-ORDINATED ADMISSION ARRANGEMENTS AND TIMETABLE – 2022/23

The LA is responsible for administering a co-ordinated scheme for its area in relation to all maintained (community, voluntary controlled, voluntary aided and foundation) schools and academies. The purpose of the co-ordinated admission scheme is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one school place on the same day.

Parents should consult the Local Authority for details of the timings for the admissions process in 2023/24.

Provisional timetable for the co-ordinated admission arrangements 2023; exact dates are published on the Redcar and Cleveland website: the dates below are indicative and based on previous years information.

Therefore, you should seek the confirmed dates from the Council, when they are published.

Secondary Schools

W/C 9 August 2022 16 August 2023	<input type="checkbox"/> Send out application information <input type="checkbox"/> Online application website opens
31 October 2023	<input type="checkbox"/> Closing date for receipt of online and paper applications
1 March 2023	<input type="checkbox"/> NATIONAL OFFER DAY <ul style="list-style-type: none">• LA sends letters to all parents informing them of the allocated schools• LA informs schools of final offers
May – July 2023	<input type="checkbox"/> Appeals to be heard by Independent Panels
End of Autumn Term 2023	<input type="checkbox"/> Admission round ends <input type="checkbox"/> Waiting lists close

Primary Schools

W/C 15 November 2022 19 November 2022	<input type="checkbox"/> Send out application information. <input type="checkbox"/> Online application website opens.
15 January 2023	<input type="checkbox"/> Closing date for receipt of online and paper applications
16 April 2023	<input type="checkbox"/> The LA to send letters to all parents informing them of their allocated schools <input type="checkbox"/> LA to inform schools of allocated pupils.
June/July 2023	<input type="checkbox"/> Appeals to be heard by Independent Panels
End of Autumn Term 2023	<input type="checkbox"/> Admission round ends <input type="checkbox"/> Waiting lists close

Admission Numbers

Admission numbers are set with regard to the assessed capacity of the school. However, these numbers may vary dependent upon future plans and developments which impact on the physical capacity of the school.

Highcliffe Primary School admission number is **pupils per class**.

Conclusion

The Admissions Code underpins the Government's aim to create a school system shaped by parents which delivers excellence and equity, developing the talents and potential of every child, regardless of their background; a system where all parents feel they have the same opportunities to apply for the school they want.

The Code states: 'A fair system needs to provide parents with access to good information about admissions in order to support those parents who find it hardest to understand the system.'

Within Highcliffe Primary School we aim to ensure that the admission arrangements comply with the School Admissions Code of Practice and offers fair access to all schools to all pupils in the local authority.

Complaints

If you are unhappy about the decision of the Admissions Appeals Panel, complaints can be made to the Education Funding Agency.

Redcar & Cleveland Borough Council

Education & Skills

"Inspire excellence in learning for all through open partnership built on equality, integrity, respect and ambition"

CO-ORDINATED ADMISSION SCHEME PRIMARY AND SECONDARY SCHOOLS (Community, Voluntary Aided and Academies)

From 19 November 2021 to 15 January 2022, you can apply online for a primary school place.

Go to www.redcar-cleveland.gov.uk and click on the link to Primary School Admissions.

- It is quick and easy to do
- It is safe and secure
- It is available 24 hours a day 7 days a week until the closing date, 15 January 2022
- You can amend your application right up to the closing date
- We will confirm that we have received your application

For assistance you can email us: schools_admissions@redcar-cleveland.gov.uk Or phone us: 01642 837730/837740

The Local Authority Policy is available from the Local Authority, and also via the Trust website.

It contains the following sections:

- ✓ Part 1 Admission Arrangements

This will be of particular interest to those parents whose children start their primary education in the 2022/23 academic year.

- ✓ Part 2 General Information

This will be of interest to those parents of pupils who attend, or are about to attend, primary schools in Redcar & Cleveland.

- ✓ Part 3 Details of Individual Primary Schools
- ✓ Part 4 Details of Private/Voluntary Nursery Education