Valour Multi Academy Trust
C/O Beech Hill Primary School,
Linhope Road, West Denton,
Newcastle-Upon-Tyne, NE5 2LW

Admission policy for Walbottle Village Primary for the academic year 2028/29

This policy covers admissions into primary education at Walbottle Village Primary School. There is a separate policy covering applications to nursery and this can be found as Appendix 1.

The Trust Board is the Admissions Authority of this school and is responsible for determining the schools' admissions policy.

The number of places available in the Reception class in academic year 2028/29 is 15.

How and when to apply for places

Applications should be made to the applicant's home local authority (Where the parent/carer pay Council Tax to).

Applications for Reception places for September 2028 must be submitted by 15 January 2028.

Applications for school places in other year groups or after the start of the school year can be submitted at any time.

Late applications

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

Admission of children outside their normal year group

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

Requests must be submitted before the closing date for reception applications in the child's normal age group in good time for the LA to notify the Governing Body, and for the Governing Body to consider the request and inform the parent of the outcome before the closing date for the normal age group. In other words, for children due to start school in September 2028 where the parent wishes the child to delay admission until 2029, parents must submit their requests well before 15 January 2028. The Trust Board will consider each case individually.

Special Educational Needs

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Children who have an Education, Health and Care Plan which names the school will be admitted to the school.

How places will be allocated

If there are enough places at the school, then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places. This applies to both transfer and in year applications:

1. Children who are currently looked after by a local authority (in care) in the UK, children who were previously looked after by a local authority in the UK or who appear to the admissions authority to have been in a state care outside of the UK, and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
2. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.
3. Children with a brother or sister (a sibling) who will be on roll at the school on the date that the child will be admitted in September 2028. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent or carer's partner, as long as the children live at the same address. However, please note that children attending the nursery class or other Early Education or childcare provision attached to the school will not be given priority as sibling links.
4. Children or stepchildren of members of staff employed directly by the school on a part- or full-time basis for two or more years at the time at which the application for admission to the school is made, or members of staff who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children living nearest to the school as measured in a straight-line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

Parents and carers should note that the allocation of Reception places does not take into account attendance at any specific nursery class or school. Children in the nursery class of the school will not be given priority nor are they guaranteed a Reception place in the main school.

Additional notes

- In the event that more than one child has an equal right to an available place the place will be offered based on random allocation.
- Parents/carers have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
- Parents who share responsibility for the care of their child are expected to reach agreement between them. In the event of a dispute all applications will be placed on hold and will not be processed until:
  - one joint application is made; or
  - written agreement is provided from both parents; or
  - a Court Order is obtained confirming which parent's application carried precedence.
- When stating the choice of school, parents/carers must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of the child must not be quoted as the home address.
- If the child lives at more than one address Monday to Friday (for example due to a separation) the address used should be where the child lives most of the time during the school week. Only one address can be used. If the child lives at two addresses, Newcastle City Council will decide which address to use based on child benefit, child tax credit, Court Orders and/or GP registration.

Waiting lists

For applications for Reception places, waiting lists will be kept until the end of December 2028 and will then be cleared. Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received. From January and then on a termly basis, waiting lists will be cleared and parents will need to re-apply each term if they still want their child to be considered for a place at the school.

Right of appeal

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

In Year Admissions

Decisions about in year admissions are made by the school's Trust Board although any applications must be submitted directly to your home Local Authority.

If an application is received, a place is available and there is no waiting list, a place will be offered immediately. If an application is received and there is no place

available the child will be placed on a waiting list. If there is more than one child on the waiting list and a place then becomes available the Trust Board will rank all applications and the place will be offered to the applicant ranked highest using the criteria set out previously. Children are expected to take up the school place within 10 school days of the offer being made.

Definitions

- A Looked After Child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An Adoption Order is an order made under section 46 of the Adoption and Children Act 2002.
- A Child Arrangements Order (previously known as a Residence Order) is an order outlining the arrangements as to the person with whom the child will live.
- A Special Guardianship Order is an order appointing one or more individuals to be a child's special guardian or guardians.

APPENDIX 1: Nursery Applications

Valour Multi Academy Trust will deal with all Nursery admissions/applications directly **NOT** through Newcastle City Council.

An application can be requested in person, online, via post or via telephone.

Offers:

For September intake, offer letters will be posted out no later than May.

Waiting List:

All applicants that applied on time who are not initially offered a place on offer day will be kept on a waiting list. We will then contact you if a place becomes available. Please note that places on waiting lists can change as new applications are received. By law we must rank every new application fairly against the over-subscription criteria stated above, regardless of the date it was received. Your child may therefore move up and down the list over time, so we are unable to give you any firm indication of how long it will be before we may be able to offer a place.

Late Applications:

Late applications will be dealt with after all on-time applications have been processed and places allocated. Late applicants will not be made an offer on offer day. They will be offered as part of the second waiting list process.

Over Subscription Criteria – Nursery

This applies to Nursery ONLY. When Nursery is over-subscribed we will prioritise the admission by the following criteria:

1. If the applicant has a sibling in school currently
2. Children or stepchildren of members of staff employed directly by the Academy on a part- or full-time basis for two or more years at the time at which the application for admission to the school is made.
3. Distance from applicants home to school