



**Easington Church of England**  
**Primary School**  
**Admissions Policy**

*May we give them the roots to grow and the wings to fly*

## **Introduction**

Easington Church of England Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Durham. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

## **Admission Arrangements to Reception in September 2024**

In Academic Year 2024-25, we will admit 30 pupils into Reception only. We will only admit into other year groups where there is space. The school will be participating in coordinated admission arrangements administered by Durham Local Authority. Parents/carers (see note 1) must apply on the Common Application Form (CAF) with the local authority in which they reside at the time of application (home local authority). This can be completed online through local authority websites. This form must be completed even if your child attends our Nursery or other school nursery pre-school setting. The form must be returned to that LA no later than 15 January 2024.

Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home local authority.

## **Over-subscription Criteria**

Children with an Education, Health, and Care (EHC) plan naming Easington Church of England Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- (a) Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (see Note 2) including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (See Note 3)
- (b) Siblings of pupils attending the School. (see Note 6)
- (c) Children resident within the admission zone as shown on the admission zone map. (see Note 5)
- (d) Children who have social or medical reasons for being admitted to the school which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. In all cases, corroboration will be sought from independent sources such as a medical specialist who has had continued involvement over a period of time; a social worker; an attendance officer; or another professional. It should be noted that places would not be allocated on the basis of aptitude or ability. (See Note 4)
- (e) Other children.

In the event that a tie-break is required in categories (b) to (e) above distance will be used. The school will use the LA's Geographic Information System, known as GIS, to identify and measure the distance from the home to the School. The distance is measured electronically from a point of the School (the same point for all applications) to a point of the home (including flats). The GIS undertakes all measures in exactly the same way for every applicant, to ensure consistency and fairness. If a further tie-break is required because two or more children are equidistant from the

School, random allocation will be used to decide who has highest priority for admission. This process will be independently verified.

N.B. please note, attendance at a school nursery does not guarantee a place in the reception class of the school.

### **Waiting Lists**

The school will operate a waiting list in each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. Applications should be made via Durham County Council as detailed on their website:

<https://www.durham.gov.uk/article/2197/Apply-to-change-school-during-the-school-year>

### **Admission of children below compulsory school age and deferred entry to school**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that: -

- their child attends part-time until they reach compulsory school age, or
- That the date their child is admitted to school is deferred until later in the same academic year or, until the term in which the child reaches compulsory school age.

The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

- Or, that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above, and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year. This should include a written request that the child is admitted outside of his or her normal age group to

the Reception Year in September the following year, providing supporting reasons for seeking a place outside of the normal age group. This request should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies, as it could be full with children transferring from the previous Reception year.

### **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's best interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. Parents should apply in the normal way, together with a written request that the child is admitted outside of his or her normal age group to the requested year group in September the following year providing supporting reasons for seeking a place outside of the normal age group. The governors may ask relevant professionals for their opinion on the case. It should be noted, that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

People who wish to appeal against an admissions decision should request an appeal form from the School using the contact details on the School's website

[www.easingtonprimary.org.uk](http://www.easingtonprimary.org.uk) Information on the timetable for the appeals process is available by contacting the School.

### **Notes**

#### **Note 1**

"Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

#### **Note 2**

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and

Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

### **Note 3**

Children previously in state care outside of England means 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. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked-after status.

### **Note 4**

When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Easington Church of England Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

### **Note 5**

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child. To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV

licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

#### **Note 6**

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

#### **Note 7**

The straight-line distance used to determine proximity of the home to the school will be measured by the LA's Geographic Information System, known as GIS.