ENDEAVOUR ACADEMIES
POLICIES

INSPIRING FUTURES

PRIMARY SCHOOL ARCHIBALD

ADMISSIONS ARRANGEMENTS 2025-26

Macmillan Academy Post 16 Macmillan Academy PRIMARY SCHOOL ARCHIBALD

Policy title:	Admissions Policy
Staff name and job title:	Anita Jefferies - Headteacher
Organisation:	Archibald Primary School
Policy version number:	1
Approved by Headteacher:	March 2024
Date of next review:	March 2025
Distribution:	Website

POLICY REVISION AND APPROVAL HISTORY

Version	Date of review	Date of next review	Comments	Approved by
1	March 2024	March 2025	Annual review	Headteacher

ADMISSION ARRANGEMENTS 2025-2026

Introduction

Archibald Primary School is an academy and part of Endeavour Academies Trust, having converted from Community School status in April 2018. As part of a multi academy trust the trust has overall responsibility for admissions. However, the trust has delegated responsibility for admissions to Archibald Primary School.

This policy refers to the intake year beginning September 2025. The dates for applying and allocating school places are detailed in Middlesbrough Council's Admission Scheme which has a timetable that all schools will adhere to. Please see Middlesbrough Council's website. Link HERE

Admission Number

Archibald Primary School has an agreed Published Admission Number (PAN) of 60 for entry into reception. The school will accordingly admit at least 60 pupils in the relevant age group each year if sufficient applications are received. All applications will be admitted if 60 or fewer apply.

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, the over-subscription criteria for the school/academy will be applied as follows;

i. 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

ii. Pupils permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required). (See Child's Home Address section)

iii. Pupils who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/carer's partner living at the same address attending the school in the September of admission.

iv. Pupils with exceptional social and/or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Only exceptional circumstances such as parents who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application) The supporting letter should detail why the school is the only one that can accommodate the child. See Note 2

v. Pupils who reside closest to a particular school, measured in a straight line. The measure will be taken from the front door of the pupils' home to the main entrance of the school by the Local Authority.

When distinguishing between pupils within the same criteria the pupil with the highest second criteria will be admitted i.e. a pupil living within the admission zone who has a brother or sister attending the school in the September of admission will have a higher criterion than a pupil who lives in the admission zone but does not have a brother or sister attending the school.

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 criterion

Note 2. Full details must be submitted at the time of application. If you have any concerns or need any guidance about what might be classed as exceptional social or medical reasons, or what evidence may be submitted, please contact the council's Admissions Team to discuss the matter in confidence before you submit your application. Applications submitted with evidence appertaining to exceptional social and or medical reasons may be shared with and discussed at an admissions panel meeting which can include professionals such as a doctor, educational psychologist, social worker etc who will give opinions and make decisions on whether the application fits the criteria.

N.B. Attendance at a school nursery does not guarantee a place in the reception class of that school.

Twins or Multiple Birth Children

If you have more than one child who are twins or part of a multiple birth going through the application process this year, you must make a separate application for each child and indicate on each online or paper form that your child has a sibling also going through the process. A place will be offered to the other child(ren) if one of your twins/multiple birth children is offered the last place available and the other child/children has applied to this school.

Late Applications

Whilst every effort will be made to ensure parental applications are received by the published closing date, applications received after the closing date for oversubscribed schools will only be considered if there is evidence of a good reason for the lateness. Examples of good reasons may include when a single parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad. Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available.

Appeals

Any parent whose child has been refused a school place, for which they have applied, will be offered the right to appeal. If you wish to appeal for a place at the school, you should write to: Archibald Primary School, Ayresome Green Lane, Middlesbrough, TS5 4DY

Allocation of Places, which become available before Appeal Hearings
Where places become available prior to an appeal hearing, they will be allocated from the waiting list in accordance with the over-subscription criteria.

Waiting Lists
Waiting lists will be maintained for those unsuccessful at gaining a place in Reception. The waiting lists will be maintained until the 31st December of the intake year, after which time they will close.

Admission of children below compulsory school age and deferred entry to school
Children are entitled to a full-time school place in the September following their fourth birthday. Parents can defer the date their child is admitted to school until later in the academic year or until the child reaches compulsory school age*, but not beyond the beginning of the final term of the academic year. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age. This arrangement would be made with individual primary schools after the Local Authority has allocated a place by the normal admissions round.

Before deciding to delay a child's entry to school, we would recommend that parents visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through school. They may also be able to allay any concerns parents may have about their child's readiness for school.

*A child reaches compulsory school age on the prescribed day following their fifth birthday. (Or on the fifth birthday if it falls on a prescribed day) The prescribed days are 31 December, 31 March and 31 August.

Admission of children outside their normal age group
In exceptional circumstances parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (i.e. a child born from 1 April to 31 August) may prefer not to send their child to school until the September following their fifth birthday and request that they are admitted out of their normal age group i.e. to reception rather than year 1.

If a parent wishes their child to be admitted outside their normal age group then this must be made clear on their application to the Local Authority for a school place.

Relevant information must be submitted with the application such as information about the child's academic, social and emotional development, this should include third party evidence such as medical history and the views of a medical professional and/or information from previous educational establishments or any other information the parent think is relevant.

The application will be considered by the LA and/or the admissions authority of the school/schools to which the application is made. A decision will be made as to whether the child can be admitted to that school outside the normal age group. If the school refuses to admit the child outside the normal age group relevant reasons will be provided. Parents have a statutory

right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

The current procedure for 'summer born children' is detailed below.

Parents of summer born children must apply for a reception place for their child at the usual time, but must make clear on the application that they wish to admit their child outside of the normal age group, i.e. a year later, providing evidence as detailed above. The request must be made by the primary applications closing date, any requests received after this date will not be considered. If the request is refused, parents must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's 5th birthday. If the request is agreed by the preferred school/schools then the application for reception will be withdrawn before a place is offered. The parent must then make a new application as part of the main admissions round the following year, the application will be processed as normal and places will be allocated at schools according to the schools' oversubscription criteria.

Parents should be aware that schools and admission authorities cannot be required to honour a decision made by another school or authority on admission out of the normal age group, if a place is not available at the school/schools that have agreed to the request, other schools may insist the child is admitted to the correct year group. This may also apply to children moving later in their school life from primary school to secondary school, if the child is due to move into Year 7 (the first year of secondary school), the secondary school may insist the child be admitted to the correct year group according to their date of birth.

If you would like to discuss this further, please contact the School Admissions Team or the Headteacher of the school.

Child's Home Address

A child's home address, for the purpose of School Admissions, is considered to be the parents or legal carers permanent address. If parents do not live together and your child lives for periods of time with each parent, the home address will be the one where the parent receiving the Child Benefit lives.

Proof of address may be required (see below for details of evidence which may be requested).

Parents must not give the address of child minders, grandparents or other family members or friends who may share in the care of the child.

If parents move house during the application and allocation process, parents must inform the School Admissions section immediately as this could have an effect on which school the child is allocated. Proof of address move will be required; two pieces of evidence must be submitted such as Child Benefit Letter, Child Tax Credit letter, Council Tax bill, tenancy agreement, solicitor's letter confirming house sale, bank and credit card statements. The child's address used in the allocation process will be the address at the time of the place allocations (places will be finalised several weeks before offer letters are due to be issued to parents, if you are moving house around this time, please contact the Admissions team for guidance). It is the responsibility of the parent to ensure that the School Admissions Team are provided with the correct address and/or any address change details with any relevant evidence.

The LA/school will not consider temporary addresses as being the parental address. This means that if, for example, you live in temporarily with other family members or move to temporary accommodation for any reason, the parental address will remain at the address at which you were living before the temporary move took place.

In Year School Admissions

Parents wishing to transfer their children to this school to Reception mid-year or to any other year group at any time should apply via the Local Authority Admissions Team who co-ordinate all in-year transfers.

Middlesbrough Council Admissions Team: 01642 201890/201856
Website: www.middlesbrough.gov.uk/schooladmissions

Requests will be considered by the school, if a place is available it will be offered to the applicant. If there is no place available then parents will be offered the right of appeal.

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