



## Ryhope Infant School Academy

### Admissions Policy 2023/2024

The Board of Trustees of the Ryhope Infant School Academy is the Admission Authority for this school on behalf of the Academy Trust. This means that a committee of the Trustees considers all applications sent to them by the Local Authority, according to the criteria as stated below.

This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, 2014"

Reception applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date. Applications received after the closing date will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the Trustees to make an informed decision.

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance, all preferences expressed will be considered on an equal weighting basis, but where a child is eligible for more than one place it will be the highest ranked school/academy for which they are eligible that they will be offered.

Children who have an Education, Health and Care Plan which names Ryhope Infant School Academy will be offered a place.

The admissions policy is applied if the number of applications exceeds the number of places available.

The Board of Trustees intends to admit up to 65 pupils into Reception in September 2023, in accordance with the following criteria, in the following order of priority.

1. **Looked After Children** – This refers to children who are looked after by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and children who were looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, a residence order or special guardianship order). It also refers to children who is regarded as having been in state care in a place outside of England, if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parent/carers are asked to send evidence of an 'Order' as supplemental information with their application form, in order for the Admission Authority to consider the application.
2. **Siblings** – Children who have an older sibling attending Ryhope Infant School Academy at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/carer's partner is also classed as a sibling if the

child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. **Feeder school** – Children who attend the Nursery class at Ryhope Infant School Academy in the previous academic year to admission into Reception.
4. **A sibling link** - Children who have an older sibling attending Ryhope Junior School at the time of their admission. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister and foster brother or sister living at the same address as the sibling in school. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling
5. **Neighbourhood places** – Children living near the Academy will be admitted using the selection criteria measured by the shortest, safest walking distance. Distance will be measured from the centre of the child's home address (including flats) - taken to be the address in which the child mainly resides - to the centre the school – whichever is the closest) using the Local Authority's computerised measuring system (GIS – Geo-Information System). Those living closer to the school will receive the higher priority. **Proof of residency will be sought in the form of a Council Tax Bill or electoral role eligibility. No other means of proving residency will be accepted.** Requests for evidence will be sent to applicants following the national closing date for Reception applications. Reception places awarded under “neighbourhood places” will be offered to those able to provide proof of residency in the first instance.

**Tie Breaker:** if in any category there may be more applicants than places available, the shortest, safest walking distance from the child's home to the school measured using the Local Authority's computerised measuring system will be used, according to criteria in these categories.

## NOTES

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the Trustees will suspend the application until parents agree. This will mean that if the closing date has passed, your child will not be considered in the admission round and if all places have been allocated then your child will not be given a place.

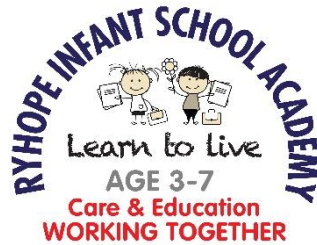
Information given by parents which is found to be intentionally fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

Parents who are unsuccessful in securing a place for their child at the Academy have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Trustees at the Academy address. Appeals are heard by an independent panel.

Children who are unsuccessful in securing a place at the Academy will be placed on a waiting list which will be held by the Academy until the end of Year 2, in conjunction with the local authority. Should a place become available then the admissions criteria will be applied to every child on the waiting list at the time of the vacancy.

**This policy was adopted following a six-week consultation period that lasted from 7<sup>th</sup> December 2018 to 18<sup>th</sup> January 2019. The consultation process will take place no less than once every seven years in line with Government guidance, and is currently scheduled for December 2025.**

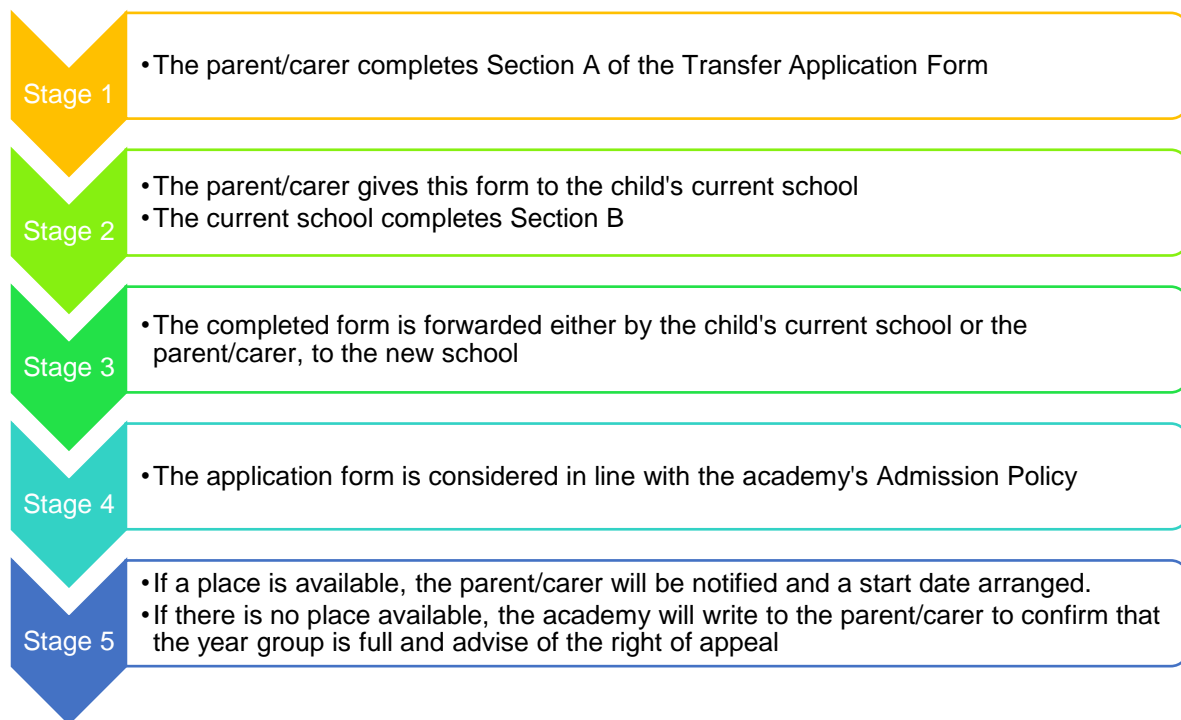


## In-Year Admission Applications

From time to time, parents may wish to transfer their child to the academy from another school. The Trust have agreed to operate in accordance with Sunderland City Council's In-Year Fair Access Protocol.

To apply for a place in Ryhope Infant School Academy during the academic year and outside of the normal application round, please contact the academy office and request a School Transfer Application Form, a copy of which is also available on our website for download.

The process for an in-year transfer is as follows:



The completed form must be returned to the academy office and if a place is available, an informal visit to the academy will be arranged for the child along with the parents/carers to meet the Headteacher and other staff where appropriate, such as SENCo; Teachers; and Safeguarding and Family Liaison officer. The purpose of the visit is for the child and their parents/carers to familiarise themselves with the academy and the staff who will be involved in the care of the child.

The criteria and priority of admissions detailed above is also applied to in-year transfers. If the year group is full or oversubscribed then the place will be refused. The applicant will then be given the opportunity to appeal and an appeals form will be supplied. If the parent/carer chooses to appeal for a place the Admissions Appeal panel will be convened and any decision made by the panel is legally binding.