



Admissions Policy 2019/20

South Hylton Primary Academy welcomes applications for admission into school from all cultures, races and backgrounds and is non-discriminatory in line with the Equality Act (2010) and our Equal Opportunities policy.

Two Year Old Setting

We currently offer 24 places (12 morning, 12 afternoon) for two year olds who are eligible for the free 15 hours provision. Criteria for eligibility is available on the Together for Children website and applications/queries can also be made via the school office.

Admission into Nursery

South Hylton Primary Academy offers 45 full time equivalent Nursery places operating on a morning or afternoon basis up to 15 hours per week. You can register your child to start Nursery with the school office immediately after their second birthday and places are allocated in the term after their third birthday.

Some families may be eligible for an extended entitlement (15 hours extra per week). This is detailed in Appendix A.

Admission into Primary School (Reception Class)

A child is entitled to a full time school place in the September following their fourth birthday although they do not legally have to start school until the term of their 5th birthday. In Sunderland Local Authority, all children normally start together in September. If your child's 5th birthday is in the summer term it is not possible to defer entry into Reception for a full academic year; however it is possible to defer admission into Reception until the term after their 5th birthday.

Parents have a right to express a preference for a school of their choice. 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 can be accessed at www.sunderland.gov.uk/admissiononline.

The preference period lasts from September until January and it is vital that preference forms are received in this time. If they are not, the school admissions team will consider them as 'late', which could reduce the chance of your child getting their first choice of school. An offer of a school place will be sent to parents/carers in April. This offer must be accepted and returned to the School Admissions team. If your child has not been successful in securing a place, information about the statutory right to appeal will be enclosed.

Key Dates for September 2019 Admissions

Friday 21st September 2018

Information packs to parents

Monday 24th September 2018

Online system available to parents

Tuesday 15th January 2019
Tuesday 16th April 2019
Friday 3rd May 2019
June/July 2019

Closing date for Primary Applications (National)
Offer notifications sent to parents
Deadline for parents to accept places
Appeals to be heard



South Hylton Primary Academy has a Pupil Admission Number (PAN) of 45 per year. The admission criteria, which follows LA guidelines, is as follows and will be applied in the event of South Hylton Primary Academy being over-subscribed:

- Children who have an Education, Health and Care Plan or Statement of Special Education Need naming South Hylton Primary Academy will be offered a place.
- 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(b) and a child who was looked after, but ceased to be so, because they were adopted (or become subject to a child arrangements order, residence order or special guardianship order). Parents are asked to send proof as supplementary information with their application form.
- A sibling link - an older brother/sister or older child (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will be attending the junior school for which the preferred school is the feeder infant school, at the time of admission.
- Children who attended our Nursery in the previous academic year to that of their application.
- Exceptional medical or psychological reasons (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school can meet your child’s medical or psychological needs. Common childhood medical conditions such as asthma or giving a child’s nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional).
- 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 of the school, using the Local Authority’s computerized measuring system, with those living closer to the school receiving the higher priority.

Mid-term Transfers

If a parent/carer would like their child to transfer into South Hylton Primary Academy during the school year, or in any Year group other than reception at the start of an academic year, then a school transfer application form must be completed. In order to make this process as efficient as possible we ask that parents:

- Approach the school office in the first instance to check that there are places in the required year group

- Arrange a visit to us, during the school day, to ascertain if this is indeed the right environment for your child
- Complete part A of the transfer from and return to the school office of your child's current school. Part B will then be completed and forwarded to us.
- We will then negotiate the best start date for your child



Transfer forms can be accessed from school office, on the admissions page of www.sunderland.gov.uk or from the school admission team based at Sunderland Civic Centre, Sunderland, SR2 7DN



Appendix A **Admission Policy for Nursery – Universal and Extended Entitlement**

All children are entitled to 15 hours of free nursery provision provided during term time. Some children will be entitled to an additional 15 hours (extended entitlement).

This is our new admissions policy for Universal and Extended Entitlement from September 2017, from when we will be offering 30 hours to Nursery children if their families are eligible and subject to places being available.

It is important that parents let us know if they are eligible and what their requirements would be as this will help plan our provision for September. Please complete and return the application form to the school office.

In this school we offer the following patterns of provision:

Universal entitlement

Universal entitlement is 15 hours per week over either:

- 5 mornings a week (8.45 am to 11.45 am)
- 5 afternoons per week (12.30 pm to 3.30 pm)

Extended entitlement (September 2019)

Extended entitlement is up to an additional 15 hours per week. E.g. if your child currently has 5 morning sessions then if they are eligible for extended entitlement this would entitle them to stay for afternoon sessions and vice versa.

For eligible children staying from 8.45 am to 3.30 pm then there is a charge for lunch. Please note – we do not offer packed lunch options for children in the 3 and 4 year old provision.

Parents also have the option of using before and after school clubs at an additional cost.

Additional sessions

Parents of children who are not eligible for the extended entitlement can purchase extra sessions at an additional cost subject to availability.

Eligibility for Extended Entitlement Criteria



Your child will be eligible from the start of the term after their 3rd birthday until they start reception class if they meet the following criteria:

- Both parents are working (or the sole parent is working in a lone parent family) and **each parent** earns, on average £120 per week or more
- Each parent (or the sole parent) earns a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW)
- Each parent earns less than £100,000 per year
- The family lives in England

Foster carers are **not eligible** for the extended entitlement for the children they foster. This does not affect eligibility for their own children, as long as they meet the eligibility requirements.

Families where one parent does not work (or neither parent works) will not usually be eligible.

For further information and to check eligibility please log onto www.childcarechoices.gov.uk

Admission criteria

All children, subject to the availability of places, will normally be admitted to the nursery class at the start of term after their third birthday i.e. at the start of term in September, January or after the Easter break. However, we do respond to requests from parents who would like their child to start nursery as soon as possible after their 3rd birthday. This is subject to availability of spaces and successful completion of a short transition to allow your child to settle into the Nursery setting.

This school has an induction procedure to enable your child to be successfully integrated with others and get used to school life. During the induction period your child may not receive their full free entitlement and you may be asked to attend one or two sessions to ensure your child has a smooth beginning to their time in Nursery.

To apply for a place in our nursery class for this September intake or subsequent terms, you must complete and return your application form to the Head Teacher or School Business Manager.

If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applicants will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

Oversubscription Criteria

If there are not enough places available for all applicants we will allocate places in the following order:

- Children who will have their fourth birthday during the current academic year and would only have the opportunity to benefit from three terms of nursery education.
- Children who will have their third birthday during the autumn term of the current academic year.
- Children who will have their third birthday during the spring term of the current academic year.



- Children who will have their third birthday during the summer term of the current academic year.

If within any one group there are more applicants than places available then places will be allocated by applying priorities 1 to 7 listed below:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
2. Children who will access either their full universal entitlement or full extended entitlement within this nursery.
3. Children who live in the school's catchment area.
4. Children who live in Sunderland and who will have a brother or sister at the school, during the coming academic year.
5. Children who have exceptional medical or social grounds. (See point a below).
6. Other children who live in Sunderland.
7. Children who live outside Sunderland, but only if places are otherwise likely to remain available during the academic year.

Point A

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. This evidence will be assessed by a panel of governors and the Headteacher. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Tie Breaker

If, after applying all of the above, there is a tie between two or more children then priority will be given to the child or children that live nearest to the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school.

Allocation of places

Parents/ carers are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated as follows:

- In order of date of application received (starting from the earliest)

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

Change in circumstances



If a child becomes eligible for the extended entitlement at any point after the closing date for applications, then that child will be offered the extended entitlement subject to the admission criteria set out above. If no place is available, the child will be placed on the waiting list for the extended entitlement.

If a child loses their eligibility at any point after the allocation of places, parents/ carers and headteacher will agree the pattern of attendance for the universal entitlement.

Waiting list

If places then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the Head Teacher from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the Governing Body using their normal complaints procedure.

Admission into Reception

Children who attend our Nursery will be prioritized for a place in Reception; this forms part of our selection criteria should Reception be over-subscribed.

However, you must apply again in the September before your child's 4th birthday for admission to our Reception class using the Common Application form which can be obtained from the Local Authority. Applications can be accessed at www.sunderland.gov.uk/admissiononline

Review

This policy will be reviewed annually by the Governing Body.

