



## ADMISSION POLICY FOR 2025/2026

Primary, Secondary Foundation Schools within the East Cleveland  
Cooperative Learning Trust

### 1 CHANGES FOR 2025/26

- 1.1** There are no changes to the school admission arrangements for 2025/26. Where there are more applications for our school than there are places available; places will be allocated using the admissions criteria shown in the in section 5 below.

### 2 FRAMEWORK

- 2.1** We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Data Protection Act 2018
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 & The Equality Act 2010 (Specification of Relevant Welsh Authorities) Order 2011
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- School Admissions (Appeal Arrangements) (England) Regulations 2012
- School Admissions (Infant Class Sizes) (England) Regulations 2012
- Education (Wales) Act 2014

- 2.2** The following documentation is also related to this policy:

- School Admissions Code (DfE)
- School Admissions Appeals Code (DfE)
- School Admissions Code (Wales)
- School Admissions Appeals Code (Wales)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit (Cabinet Office)

- 2.3** Following the end of the Brexit transition period on 31 December 2020, UK organisations that process personal data must now comply with the:
- DPA (Data Protection Act) 2018 and UK GDPR (General Data Protection Regulation) if they process only domestic personal data;
  - DPA 2018 and UK GDPR, and the EU GDPR if they process domestic personal data and offer goods and services to, or monitor the behaviour of, EU residents.
- 2.4** We wish to comply with the School Admissions Code. Annually we will publish the admission number for this school but there are times when this number will change in line with local authority and government statutory guidance.
- 2.5** We will consider all applications for admission as we are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.
- 2.6** We will admit any child with an Education, Health and Care Plan that names this school and whose needs we feel we can meet.
- 2.7** We as a school community, have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.
- 2.8** We have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.
- 2.9** We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **3 AIMS**

- 3.1** The aims of this policy are:
- To comply with the School Admissions Code of Practice.
  - To establish and maintain a fair and open admissions policy.
  - To ensure compliance with all relevant legislation connected to this policy.
  - To work with other schools and the local authority to share good practice in order to improve this policy.

## **4 RESPONSIBILITY FOR THE POLICY AND PROCEDURE**

### **4.1 ROLE OF THE GOVERNING BODY**

**4.1.1** The Governing Body, as the admissions authority, has:

- a duty to consider all applications to this school fairly and openly;
- delegated powers and responsibilities to the Headteacher to ensure allschool personnel and visitors to the school are aware of and comply with this policy in place an Admissions Committee;
- responsibility for ensuring that the school complies with all equality legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to:
  - *visit the school regularly;*
  - *work closely with the Headteacher;*
  - *ensure this policy and other linked policies are up to date;*
  - *ensure that everyone connected with the school is aware of this policy;*
  - *attend training related to this policy;*
  - *report to the Governing Body every term;*
  - *annually report to the Governing Body on the success and development of this policy.*

### **4.2 ROLE OF THE HEADTEACHER**

**4.2.1** The Headteacher (in place of an Admissions Committee) will:

- ensure all prospective parents are fully aware of the:
  - *admissions criteria;*
  - *how to apply;*
  - *appeal process;*
  - *role of the admissions committee.*
- ensure that all applications are looked at fairly and openly;
- ensure risk assessments are:
  - *in place and cover all aspects of this policy;*
  - *accurate and suitable;*
  - *reviewed annually;*
  - *easily available for all school personnel*
- work in conjunction with the Senior Leadership Team to ensure all school

- personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

### 4.3 ROLE OF PARENTS/CARERS

#### 4.3.1 Parents/carers should:

- be aware of and comply with this policy;
- apply by using the appropriate application form;
- be aware of the deadline for admission applications;
- be aware of their right of appeal if their application is unsuccessful by following the procedure as set out in the letter received from the local authority/the school;
- when preparing for the appeal, consider seeking help from the Children's Legal Centre or other such agencies with regards to:
  - the letter of appeal
  - understanding what happens at the appeal hearing
  - how parents/carers can complain about the way the appeal was carried out.

## 5 ADMISSIONS CRITERIA

### 5.1 The table below shows the admissions criteria for the school

| Criteria<br>In Priority Order |   | Explanatory Notes  |
|-------------------------------|---|--|
| i                             | Children who are cared for by the Local Authority                                   | Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children's Act 1989).   |
| ii                            | Children who are permanently resident in the admission zone defined for the school. | For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account. If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child. You may be asked to provide proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take |

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|-----|--|--|
|     |  | action should false information be submitted in order to secure a place at a particular school.  |
| iii | Children not living in the admission zone who have elder brothers or sisters attending the school in the 2024/251 school year.   | <p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2025/26 school year.</p> <p>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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.</p>   |
| iv  | Children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the Authority's professional advisors. | <p>Social reasons generally do not include domestic circumstances such as parents' working commitments, childcare arrangements, separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs of children.</p> <p>You are strongly urged to provide independent third-party information (e.g., from a professional person who knows or is involved with your child) in support of any exceptional long term medical or social reason why you think your child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the only school which could meet your child's needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the Authority's professional advisors as to whether or not your application falls into this category.</p> |
| v   | Children living closest to the school  | The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.  |

## 5.2 TIE BREAK

**5.1** In the case of a tie break in category (5) the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

In the case of a tie break in category (v) the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

### 5.3 LATE APPLICATIONS

- 5.3.1** Forms received after the closing date will be dealt with after all the other applications unless there is a good reason for their lateness, e.g., if a family moves into the area. In these cases, the application can be considered along with all of those that came in on time providing the allocation of places has not already been completed.

### 5.4 WAITING LISTS

- 5.4.1** Waiting lists will be maintained until the end of the Autumn Term 2025. Any places that become available will be allocated in accordance with the published oversubscription criteria.

## 6 ADMISSION NUMBERS 2025/2026 YEAR FOR SCHOOLS WITHIN THE EAST CLEVELAND COOPERATIVE LEARNING TRUST

- 6.1** Admission numbers are set with regard to the assessed capacity of schools. However, these numbers may vary dependent upon future plans and developments which impact on the physical capacity of the schools.

The following indicated admission numbers are based on the assessed net capacity of schools at the present time:

| School                    | Admission Number 2024/25 |
|---------------------------|--------------------------|
| Highcliffe Primary School | 60                       |
| Lockwood Primary School   | 30                       |

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|---|--------------------------------|
| <b>Date created/amended:</b>            | November 2024                  |
| <b>Author:</b>                          | C Johns – Head Teacher         |
| <b>Date approved by Governing Body:</b> | 10 <sup>th</sup> December 2024 |
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