



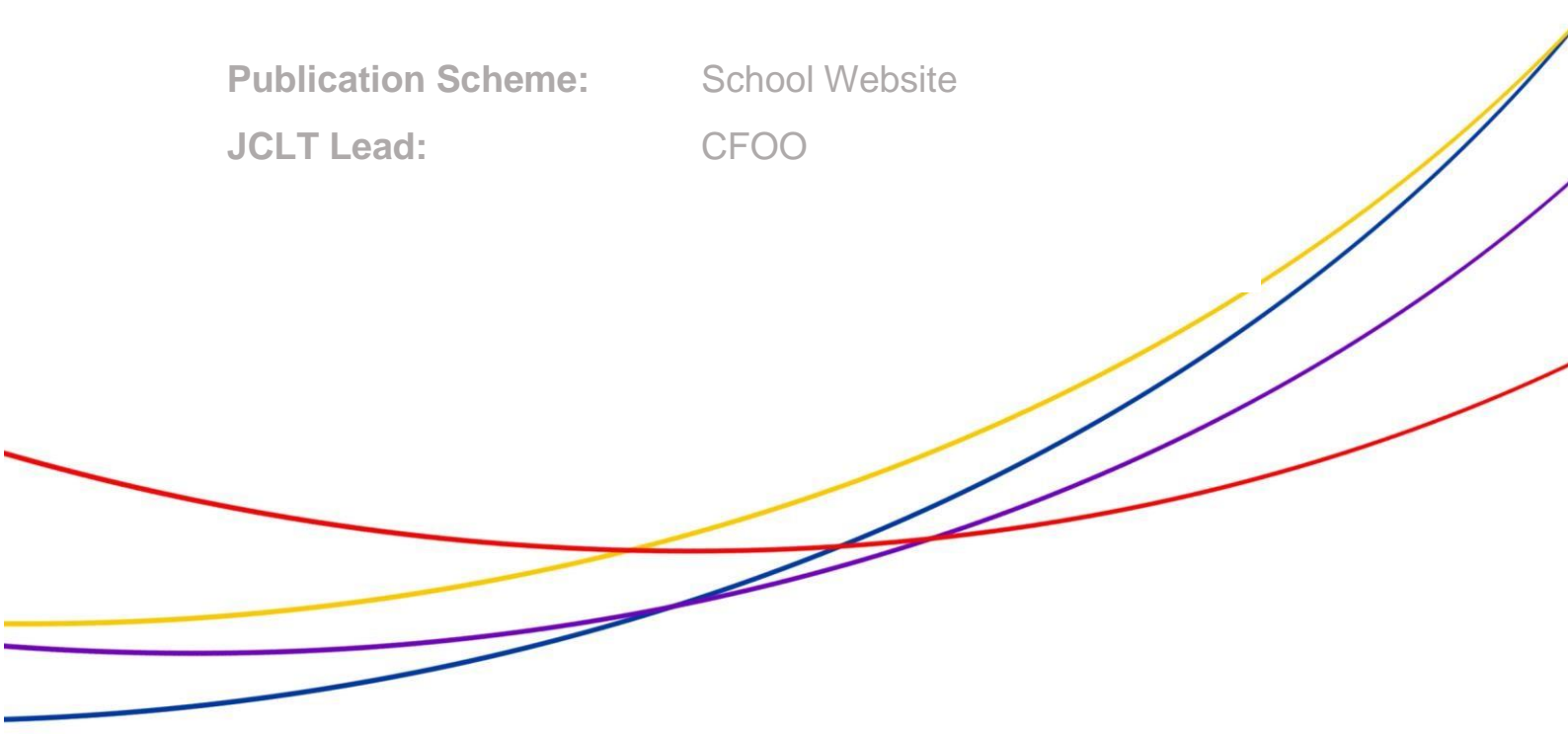
**JAMES COOK  
LEARNING TRUST**



**MARTON MANOR  
PRIMARY SCHOOL**

# **Marton Manor Primary School Admissions Policy**

<b>Policy Dated:</b>	January 2022
<b>Adopted by:</b>	JCLT Trust Board
<b>Date of Next Review:</b>	January 2023
<b>Publication Scheme:</b>	School Website
<b>JCLT Lead:</b>	CFOO



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## 1. Introduction

This policy relates to admissions from 2023/24 to Marton Manor Primary School, part of the James Cook Learning Trust.

The James Cook Learning Trust are the admissions authority for the Trust and have chosen to follow the Local Authority's (Middlesbrough Council) Admissions Policy and Coordinated Admissions Scheme.

Further information about Middlesbrough Council's Admissions Policy and Coordinated Admissions Scheme can be found at <https://www.middlesbrough.gov.uk/schools-and-education/school-admissions>.

## 2. Reception Admissions

To apply for a reception place at Marton Manor Primary School parents/guardians must follow the Local Authority (Middlesbrough Council's) admissions process.

If your child attends a school nursery in Middlesbrough, Middlesbrough Council will issue an application pack. If you do not receive a pack in Nov 2022 please contact Middlesbrough Council's School Admissions Team.

If your child does not attend a school nursery, you will need to contact Middlesbrough Council's School Admissions Team by November 2022 so an application pack can be issued.

***Please note, a place in Marton Manor nursery does not guarantee your child a place in Marton Manor primary school; you'll still need to apply.***

Preference forms (paper or online) must be completed and returned by the closing date, which is usually a date in January. Emails and/or letters will be sent to parents confirming the outcome of the process in April.

Application 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.

For the timetable for primary school admissions for the September 2023 intake and further details about the admissions process please visit the Middlesbrough Council website.

### 2.1. Admission Number

Admission numbers are set with regard to the assessed capacity of schools.

However, these numbers may vary depending upon future plans and developments which impact on the physical capacity of the academy.

Marton Manor can currently admit 30 mainstream children into each year group. Where there are more applications made than places available, then all places are allocated using the following oversubscription criteria.

### 2.2. Oversubscription Criteria

If the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or an Education, Health and Care Plan where a particular school is named in the Statement or Plan, the over-subscription criteria for the 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 Note 2.
- 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. Note 2
- 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) See Note 3
- 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.

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 criteria 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 criteria.*

**Note 2.** *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.*

*Temporary addresses will not be considered 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.*

**Note 3.** 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 Admissions Team to discuss the matter in confidence before you submit your application.

Applications submitted with 3rd party 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.

### **2.3. 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, 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 the school.

### **2.4 Deferred Entry to School**

Children are entitled to a full-time school place in the September following their fifth birthday. Requests to defer a child's start date or attend part-time until a child's compulsory school age,\* but not beyond the beginning of the final term of the academic year, will be considered by the school on a case-by-case basis after the Local Authority has allocated a place as part of the normal admissions round.

It is recommended that parents visit Marton Manor primary school before deciding to delay a child's entry to school. The school 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.*

### **2.5 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 (see section 2 Reception Admissions). 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 thinks is relevant.

The James Cook Learning Trust, as the admissions authority for Marton Manor Primary School, will consider the application. The following factors will be taken into consideration when reaching a decision about whether to admit a child outside the normal age group:

- Parent's views
- Information about the child's academic, social and emotional development
- Where relevant, the child's medical history and views of a medical professional
- If the child was born prematurely, what age group the child would have fallen in, if the child had been born on time.
- The view of the head teacher

As part of the decision making process the following evidence may be reviewed:

- Any evidence from a health or social care professional who is involved in the care or treatment of the child for example speech and language therapist, occupational therapist, social worker, paediatrician.
- The view of any nursery or other early years setting the child attends and any records of the child's development.
- Whether the child's premature birth has caused health problems or developmental delays that mean the child would benefit from a delayed school start.
- The progress the child has made in an early years setting, including the rate of progress.
- What can the nursery setting provide the child that a reception class would not?

If the school decides not 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, however this right does not apply if they are offered a place at the school but it is not in their preferred age group.

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 the James Cook Learning Trust 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 Y7 (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 at Middlesbrough Council.

### **3. If Your Child is Not Offered a Place at the School**

Parents have the right of appeal to an independent appeal panel if they are dissatisfied with an admissions decision of the Trust. The appeal panel will be independent of the Trust. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education. The decision of the panel is binding on all parties.

Any appeals against decisions should be submitted as soon as possible to:

Marton Manor Primary School,  
The Derby,  
Marton,  
Middlesbrough  
TS7 8RH

Please contact the school office for an appeals form.

Final decisions are made during June/July, following independent panel hearings.

Marton Manor Primary School will maintain a waiting list for those unsuccessful in gaining a reception place at the school as part of the admissions process. The waiting lists will be maintained until 31 December of the intake year, after which time they will close. Any places that become available during this time will be allocated in accordance with the published oversubscription criteria (section 2.2).

#### **4. Mid-Year Admissions**

Mid-year transfer requests are applications for school places outside the usual primary school (Reception class) admissions processes. This includes children moving between schools within Middlesbrough, or children moving into Middlesbrough from another area or another country for example.

If you want to discuss or apply for a mid-year transfer, please contact the Middlesbrough Council's School Admissions Team, who administer school transfers on behalf of the school, for an application form. You may also contact the school to enquire about the availability of places and are strongly encouraged to visit the school before making an application.

If there are two applications and only one place, the school will apply its oversubscription criteria in order to allocate the available place.