



North East  
Learning Trust

An Admissions Policy

# **ADMISSIONS POLICY – Ashington Academy Academic Year 2025/2026**



## Introduction

The North East Learning Trust is the Admissions Authority responsible for determining and applying this policy for Ashington Academy.

The Trust will consider all admission applications sent to them by the local authority (LA) and will apply the policy fairly and consistently to every application received.

## Published Admission Number (PAN)

The PAN is the number of places we intend to make available for our normal intake. Once the PAN has been set for an Academy, we will not refuse any applications submitted during the normal admission round for Reception and Year 7 where the PAN has not been exceeded.

However, if there is an unexpectedly high demand and the Trust believes we could admit additional children, we will inform the LA and either admit children above the agreed PAN or increase the PAN accordingly to accommodate more children.

The PAN applies to Year 7 and for 20252026 is 180 for Ashington Academy.

## Ashington Academy – Secondary Normal Admission Round

### Applying for a place in Year 7 in Ashington Academy

To apply for a place at a secondary Academy within the Trust parents/carers should complete the common application form supplied by Northumberland County Council. The completed application form must be returned to the local authority by no later than **31 October 2024**. Any application forms received after that date will be classed as 'late' and will not be dealt with until all applications received on time have been through the application process.

### Address

The address given must be where the child and parents/carers live permanently. It must not be that of a childminder, grandparent, or other relative's address. If parents/carers share custody of a child then the Trust may request to see the court order, child tax credit letter, child benefit letter, medical card, or other evidence to establish where the child is resident for most of the time during weekdays. *If there is joint custody for the child, then the address of the parent/carer receiving the child benefit will be used.*

## Oversubscription Criteria for Ashington Academy

**1. Children who are 'looked after' or a child who was previously looked after including those children 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**

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## **adopted or became subject to a child arrangements order or special guardianship order.**

A looked after child is a child who is, at the time of making an application to a school, 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. (See definition in section 22(1) of the Children Act 1989).

Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, religious organisation, or any other provider of care whose sole purpose is to benefit society.

### **2. Medical reasons**

Children with very exceptional medical factors directly related to school placement (for example the child or one or both parents/carers has a disability that means the child can only attend one school).

Strong supporting evidence must be provided from a professional body involved with the family or child. A letter from the child's GP, parents/carers GP or other relevant professional **MUST** be submitted with the application. The evidence must relate to the school for which the application is being made and must demonstrate clearly why the Academy is the only school that can meet the child's needs. No assumptions should be made that the submission of the relevant evidence will, in itself be sufficient to allocate a school place.

### **3. Sibling links**

Children who have a sibling already attending the school and who is expected to be on roll in Years 7 – 11 at the time of admission. Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half-brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and children of the parent/carer's partner.

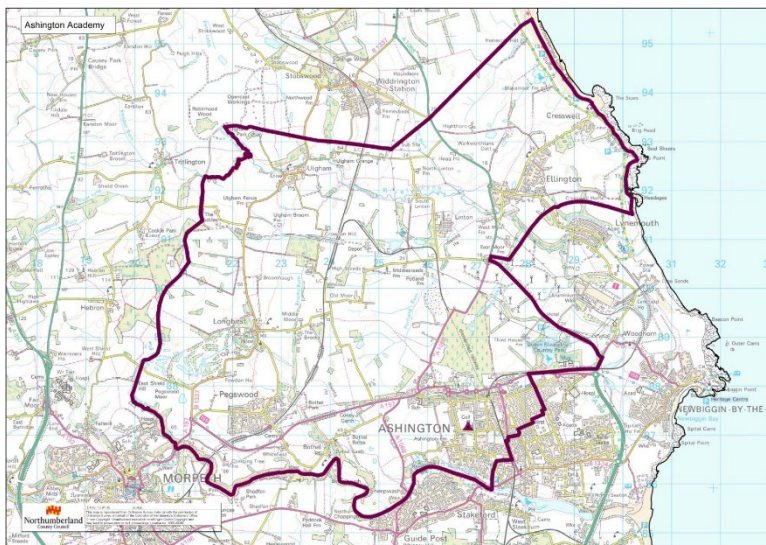
### **4. Children of staff employed at the Academy**

Children of staff employed at the Academy for two or more years at the time at which the application for admission is made and/or the member of staff has been recruited to fill a post in the Academy where there is a demonstrable skill shortage.

### **5. Children who reside in the catchment area of Ashington Academy**

Parents/carers will be asked to provide evidence of residency in the catchment area of Ashington Academy if it is over-subscribed.

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## 6. All other applicants

Children where the preference expressed does not meet any of the oversubscription criteria outlined above.

### Tie Breaker

Where an Academy is oversubscribed within any of the categories above distance from home to school will be the deciding factor, with preference given to those whose home address is nearest to the school when measured as the crow flies from the front door of the child's home address to the main gate of the school using the local authority's computerised measuring system.

### Notification of Places

The formal offer of a place will be issued by the LA who will write to parents/carers on **3 March 2025**.

### Reallocation of Places

Places that have become available since offer day will be offered to applicants who submitted their application on-time on 20 March 2025 (first waiting list process).

### Late applications for a secondary school place

Applications received by the closing date take priority over late applications, however, applications which are received for very good reason after the closing date because of very exceptional circumstances may be accepted and treated as on time applications provided, they are received before the date the allocation procedures begin. Parents/carers must provide clear evidence for the Admissions Authority to consider as to why they could not apply during the preference period. The determination of the Admissions Authority will be final.

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If your application is late and is not considered as exceptional, you will not be offered a place on 3 March 2025. From 18 April 2025 onwards places will be offered as and when they become available in priority order based on the over-subscription criteria (second waiting list process).

### **Waiting lists/appeals**

The Trust will maintain the waiting list. Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Those parents/carers whose application for admission has been unsuccessful will be notified of their right of appeal to an Independent Appeal Panel. The School Standards and Framework Act 1998 gives this right to all parents/carers whose application for a school has been unsuccessful. The decision of an Appeal Panel is binding on both the admissions authority and the Academy. The School Admissions Appeals Code can be found on the DfE website at: [www.DfE.gov.uk](http://www.DfE.gov.uk).

Unsuccessful applicants may also contact School Admissions, North East Learning Trust by telephone 0191 5634190 Option 1 or email [schooladmissions@nelt.co.uk](mailto:schooladmissions@nelt.co.uk) to be advised of their right to an Independent Appeal Panel and/or request to be included on the waiting list.

The waiting list will be maintained until 31 December 2025.

### **Withdrawing an offer of a place**

The Trust reserves the right to withdraw an offer of a place if:

- It was made in error.
- Parent/carer fails to respond to the offer of a place within the agreed deadline.
- It is established that the offer of a place was obtained through fraudulent or misleading application.

### **Admission of children outside their normal age group (Secondary)**

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group. The admission authority will decide based on the circumstances of each case and in the child's best interests and will bear in mind the age group the child has been educated in up to that point.

The process in place:

- requires the parent/carer to make an application for their child's normal age group at the usual time but enables them to submit a request for admission out of the normal age group at the same time.

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- ensures that the parent/carer receives the response to their request before secondary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent 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 8 for the following September.

Where a request from a parent/carer is agreed, a new application **MUST** be made as part of the main admissions round the following year.

The admissions authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents/carers, therefore, should consider whether to request admission out of the usual year group at all their preference schools, rather than just their first preference schools.

Once a child has been admitted to a school it is for the Head of School to decide how best to educate them. In some cases, it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not. Any decision to move a child to a different age group will be based on sound educational reasons and made by the Head of School in consultation with the parents/carers.

Where an application for September 2025 has been received by 31 October 2024 for a child's admission to Year 7 instead of Year 8 (which is the child's normal age group cohort) and this has been agreed, the application will be considered alongside all other applications that are received by this date. The application will not have lower priority on the basis that the child is being admitted outside their normal age group.

### **In-year admission**

The Trust are responsible for managing in-year admissions, further information can be found in the Trust's In-Year Admission Policy.

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