



**Longfield Academy
Admissions Policy
2018-19**

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| Date Passed to Governors: | September 2016 |
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Admissions Policy for 2018-19

The Admissions Policy Criteria will be applied on an equal preference basis and works in association with the Co-ordinated Scheme for Darlington Authority. The governing body intends to admit up to 180 pupils annually into Year 7. This number will apply to Year 7 and to every other year group in the school. The school's capacity cannot exceed 200 pupils therefore this information is shared with the Independent Appeals Panel.

To Apply

Applications must be made on the Local Authority Secondary School Application form. This form must be returned to the Local Authority by 31st October. Applications received after the closing date will only be considered after all those received by the closing date. The published admission number for the academy is 180.

Children who have a statement of special educational need which names Longfield Academy will be admitted. If the number of applications exceeds the number of places available, children will be admitted in the following order:

Priority 1 - Looked After Children

A 'looked after' child is a pupil who is in the care of a LA or provided with accommodation by that authority (For more in depth definitions see Section 22(1), Section 8, Section 14A of the Children's Act 1989 and Section 46 of the Adoption and Children Act 2002).

Priority 2 - Medical Reasons

Children with exceptional medical factors, directly relating to a place at Longfield Academy. Applications under this criterion should be supported by written evidence from a doctor (see explanation).

Priority 3- Transport Links

Children for whom Longfield is the nearest appropriate school and the route is unsafe (not lit and paved at regular intervals and/or the road along the route although safe has the national speed limit for a single carriageway) or is the nearest appropriate school and is over 3 miles (measured by the shortest walking route where applicable).

Priority 4 - Family Links

Children who have a brother or sister already attending Longfield Academy and are expected to be on roll at the Academy at the time of admission (see explanation).

Priority 5 - Distance

Children who live nearest to Longfield Academy measured from the front door of the home address (including flats) to the main school gate, by the shortest walking route. This will be based on the home address of the child.

Measurements are undertaken by the Local Authority on behalf of the Academy. To remain consistent the Authority uses a Geographical Information System to measure all distances. The Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmacked).

Tiebreak

In the event of a tiebreak in any oversubscription criteria, distance will be the deciding factor, which may involve an officer walking the route using a pedometer from front door of home to the school gate – (Specified Point).

Multiple Births

Where a single place remains and the next child to be offered is a twin or other multiple births, then Longfield Academy will use its discretion in deciding whether to offer over the PAN.

Medical Criterion

If you state a preference for Longfield Academy and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why the Academy is the most suitable school and the difficulties it would cause if your child had to travel to another school. The Academy reserves the right to make contact with the District Medical Officer for independent information regarding the child's condition. We may also seek advice from other qualified professionals, e.g. Psychologists or other specialist where necessary.

Family Links

Children have a family link if:

- They are half or full brother or sister;
- They are adoptive brother or sister;
- They are a foster brother or sister;
- Their carers are married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have Special Guardianship/Residency Order)

Definition of Home Address

The address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address at the time of application. You must not give the address of childminders or other family members who may share in the care of your child. For parents/carers who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside.

Where parents/carers are separated and the child lives for periods with both, then the home address will be that of the parent that receives the child benefit. Where the childcare arrangements are shared jointly between both parents, the Academy will consider the mother's home address to be the relevant address when considering the application unless legal documentation is provided to the contrary.

The Schools Admissions Team will check addresses against other records held by Darlington Borough Council, such as the electoral register and council tax records.

If the main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent/carer was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and move into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

Where a family intends to move into the Borough, a request for a school place based on a new address cannot be considered until a letter is provided from a licensed conveyancer or solicitor confirming exchange of contracts.

It is the parent/carers responsibility to inform the Local Authority immediately of any permanent change of address during the period from receipt of application up to the offer date, as this may affect the admission offer made for your child. In the event of a change of address affecting the application for your child to attend an over-subscribed school, the Local Authority will request a letter from a licensed conveyancer or a solicitor's letter confirming exchange of contracts.

The Local Authority reserves the right to withdraw any offer made on the basis of an inaccurate or misleading address.

Offer Date: 1st April

The Local Authority as coordinated admissions authority will send out an offer letter on or around 1st April of the year that your son / daughter will be starting in year 7. If your son / daughter lives outside of Darlington Borough an offer letter will be sent from your home authority.

Appeals

If it has not been possible to offer your child a place at Longfield Academy, you have the right to appeal against the decision.

Appeals are heard by an independent panel and parents/carers are given the opportunity to state their case in writing and to attend the hearing in person. Parents/carers can bring along a friend or representative to support them. If you do wish to appeal against the decision not to offer your child a place at the Academy, then you will be informed by the Local Authority on how to appeal for a place. The Local Authority will then send details of the independent appeals procedures and a 'Notice of Appeal' form. Once completed the form should be completed and returned **within 28 days** to: the Clerk of Admission Appeal Hearings, Democratic Services Department, Town Hall, Darlington, DL1 5QT. The decision of the appeal is binding on the Admission Authority and the appellants.

Waiting List

Your child's position on a waiting list(s) will be determined by the oversubscription criteria as set out in this policy. Year 7 applications will have their details held by the Local Authority until the end of the autumn term in the year of admittance. Thereafter normal transfer arrangements will take place.