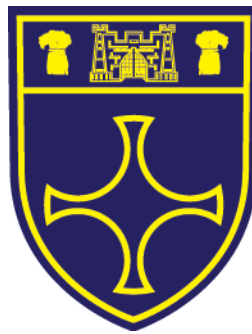




**Northern Lights**

LEARNING TRUST



**Ian Ramsey CE Academy  
ADMISSIONS Policy 2024-2025**

**Reviewed: Autumn 2023**

**Next review: Autumn 2024**

**Person in charge: Mr. M Patrick**

**Governance: Chair of Board**

## **Pastoral Care/Spiritual Development**

The quality of relationships between all members of school staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of the schools in our Trust. It is expressed in the terms of sharing and caring. In the Church schools in our Trust, we follow the teachings of:

**‘Love your neighbour as yourself’** – Matthew 22:39.

**‘This is my commandment: love each other’** - John 15:17.

In our schools we believe every pupil is an individual who is valued for who they are. We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community, which the school seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks including in our Church schools in ways which reflect the Gospel. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that both Christian and spiritual love will pervade all aspects of life at Northern Lights Learning Trust. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the school environments are created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team. Pastoral care pervades all aspects of school life and therefore will be reflected in the way the schools are organised and the policies are written and implemented.

**Stockton-on-Tees**  
**ADMISSION TO SCHOOLS IN 2024/2025**  
**APPEAL PROCEDURE**

**You have the right to say which school you would prefer your child to go to, but this does not mean that you have the right for your child to be admitted to that school.**

Admission appeal options

There are several options that you can take if you have been refused a place at your preferred school(s).

- You may want to do nothing and accept a place at an alternative school.
- Submit a [School Admission Appeal form](#) for each school you wish to appeal for and tell an Independent Appeal Panel about your circumstances as to why you need a place at your preferred school. To request an Appeal, form please ring 01642 526605, or email [school.admissions@stockton.gov.uk](mailto:school.admissions@stockton.gov.uk). Please note, you will need to save this form to your PC before completing it electronically.
- Seek independent advice or help to assist with your admission appeal. Contact the Advisory Centre for Education (ACE) on telephone: 0300 0115 142 or [visit the ACE Education website](#).

**Please note:** all appellants will receive at least ten school days' notice of the date of their appeal hearing. Following the appeal, initial decision letters will be sent within five school days of the hearing, wherever possible. Parents will be notified at the appeal hearing if there is likely to be any delay in the posting out of decision letters.

**Main round admission appeals for Secondary School (Year 7 in September 2024)**

- Completed appeal forms for each school must be returned to the Appeals Administrator within the Corporate Administration Service **within 28 days** from the date on the letter you received to refuse your child a school place.
- Appeals will be heard during May/June 2024.
- Initial decision letters will be sent to parents and carers immediately after each school's appeals have been heard. The appeal panel clerk will notify parents and carers at the appeal hearing of the timescale for full decision letters.

Please visit <https://www.stockton.gov.uk/school-admissions>

## **Admissions Timeline**

See Local Authority website for further details:

<https://www.stockton.gov.uk/school-admissions>

September 2024	Preference period begins online applications become live. CAFs and other information sent to parents.
31 October 2024	Preference period ends – preferences received after this date <b>will</b> be considered after those received on time.
1 March 2025	<b>Or next working day</b> parents/carers receive a Letter via 2 <sup>nd</sup> class post offering places and reasons for refusal and the right to appeal.
May 2025 – June 2025	Appeals held – parents/carers will be notified of the outcome within 5 working days of the hearing.

The Northern Lights Learning Trust is the Admission Authority for Ian Ramsey Church of England Academy.

Ian Ramsey Church of England Academy intends to admit up to 237 pupils into year 7 in September 2025.

We believe that our academy is inclusive, and all children are welcome. We are a neighbourhood academy; open to all.

Although we are a Church of England academy with a distinct Christian ethos, you do not need to be baptised or be a practising Christian to apply for a place.

**‘The school, through its distinctive Christian character, is good at meeting the needs of all learners. ‘Together to learn, to grow, to serve’, fully captures what lies at the heart of life at Ian Ramsey. (Quote from SIAS inspection May 2016)’**

All children who apply will be offered a place unless the academy is oversubscribed.

### **Application Process**

Applications must be made online via the Local Authority Common Application Form (CAF) and returned to the Local Authority directly. Places are allocated using the Equal Ranking Scheme for all Secondary schools by the admission authorities within Stockton on Tees.

Children with a Statement of Special Educational Need (SEN) or with an Education Health Care Plan (EHCP) which names the academy, must be admitted. Oversubscription criteria must not disadvantage pupils from a particular social or racial group, or children with SEN or a disability.

If the academy is oversubscribed, then the following criteria will be applied:

#### **1. CHILDREN IN CARE/ADOPTED CHILDREN**

**A ‘Looked-after’ child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order** – a child that is looked-after’ by a Local Authority in accordance with Section 22(1) of the Children’s Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a **‘Looked-after’ child who appears to the Admission Authority to have been in state care outside of England and ceased to be in state care as result of being adopted** – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child’s parents or carers for appropriate evidence of their previously looked-after status.

In Stockton-on-Tees, ‘Looked-after’ children are referred to as ‘Children and Young People in our Care’.

## **2. SIBLING LINKS**

Children who will have an older sibling in the school at the time they join or children who have an older sibling in year 11 at the time of application. We define the term sibling to mean an older brother/sister, half brother or sister, adopted brother or sister, stepbrother 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.

## **3. ATTENDANCE AT A STOCKTON-ON-TEES CHURCH OF ENGLAND PRIMARY SCHOOL, a list of these primary schools is attached at annex 1.**

## **4. ATTENDANCE IN KEY STAGE 2 (AGED 7 – 10+) AT A DESIGNATED CLUSTER JUNIOR OR PRIMARY SCHOOL.**

Our cluster primary schools are:

Fairfield Primary School  
Hartburn Primary School  
Oxbridge Primary School

## **5. CHILDREN OF MEMBERS OF STAFF**

Children of staff members (teaching and non-teaching). This is only applicable where the member of staff has been employed at the academy for two years or more at the time of application or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## **6. OTHER CHILDREN**

### **Tie-Breaker**

Proximity of the child's normal home address (see note 1), as provided by the Local Authority which they calculate 'as the crow flies'. With those living nearer being given the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. If the distance between two children's homes and the academy is the same, we will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the academy.

### **Waiting Lists**

The academy maintains waiting lists for those children who are not offered a place in year 7, and the parents ask for their child's name to be added to the waiting list. The waiting list will be maintained until 31 December of the admission year. After this time, and for all other year groups, those seeking a place in the Academy should follow the 'Stockton-on-Tees In Year Application process'.

## **Secondary School Transfer Process**

If your child is already of secondary school age and you want them to transfer to Ian Ramsey CE Academy, the following procedure will be followed:

1. Parents/carers of the child should make an application to Ian Ramsey CE Academy using the agreed applications procedure as outlined by Stockton-on-Tees Borough Council (<https://www.stockton.gov.uk/school-admissions>).
2. Upon receiving an application for admittance to the academy, an initial meeting will be set up with the appropriate member of the academy's senior leadership team. At this

meeting, a decision will be made to determine whether the Managed Move Protocol should be followed to support the pupil's transition from their current secondary school.

### **Fair Access**

The academy participates in the Local Authority Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school because of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and take priority for admission over any other child on the waiting list.

With regards to increased emphasis in the 2021 School Admissions Code ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1001050/School\\_admissions\\_code\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf)) in relation to Challenging Behaviour (3.8 – 3.13) and Fair Access Protocol (3.14 – 3.22) the Trust will follow the guidance.

### **Admission Outside of Normal Age Group**

Requests from parents for places outside a normal age group will be considered carefully e.g., for those who have missed education due to ill health or have been outside their normal age group throughout primary school. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests.

It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. Parents should apply in the normal way together with a written request that the child is admitted outside of his or her normal age group to the requested year group in September the following year providing supporting reasons for seeking a place outside of the normal age group. The Trust may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Year 7 or the number of places in other year groups in the relevant admission year.

## Notes

### 1. Home Address

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased, or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends most of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether to offer a place. We will consider, for example, the following:

- any legal documentation confirming residence.
- the pattern of the residence.
- the period over which the current arrangement has been in place.
- confirmation from any previous school of the contact details and home address supplied to it by the parents.
- where the child is registered with his/her GP.
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned.

Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence.

The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g., a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for most of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.



If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

2. Where an application is found to contain false information, the Trust reserve the right to withdraw their offer of a place.

**RIGHT OF APPEAL: if you are not successful in obtaining a place for your child at our school, you have a statutory right of appeal. Further details are available from the Head Teacher's PA on 01642 585205. Please also see our Admissions Appeals Policy and Appeals Timeline for Entry.**

## **Annex 1**

### Stockton-on-Tees Church of England Primary schools

- Egglecliffe CofE Primary School
- Holy Trinity Rosehill CofE Primary School
- Prior's Mill CofE Primary School
- St John the Baptist CofE Primary School
- St Mark's CofE Primary School
- St Mary's CE Primary School, Long Newton
- William Cassidi CofE Primary School
- Wynyard CofE Primary School