

## ADMISSIONS POLICY 2020 – 2021

The Governing Body of the Ashington Learning Partnership (ALP) is the Admissions Authority of the ALP. All admissions are determined by the Governing Body in accordance with criteria outlined below.

The Governing Body intends to admit up to the Planned Admission Number into the Reception year group in September 2020.

Central Primary School	120
Bothal Primary School	90

In accordance with the School Admission Code, children with a statement of Special Educational Need or an Educational Healthcare Plan (EHCP), where a school is named in the statement or EHCP, will be given first priority. Additionally, children who are deemed to be 'looked after' or who have previously been 'looked after' in the care of a local authority will be given priority of admission.

The admissions policy criteria will be applied on an equal preference basis. When a school is oversubscribed, priority for admissions will be given as follows:

1. Pupils attending another school within the ALP, which consists of Bothal Primary School and Central Primary School.

This **does not include** our Nurseries at Central Primary School and Bothal Primary School.

2. Pupils who have a sibling already attending another school in the ALP (Reception to Year 6) or who will be attending on the expected admission date.

For the purpose of admission, siblings are deemed to be brother and sisters, step brothers and sisters, adopted brother or sisters and other children who reside permanently in the household and are treated as siblings. As a tie breaker multiple births will be treated as one admission.

3. Pupils who reside within the catchment area of the school for which they are applying, or where firm evidence can be provided that they will do so by the proposed admission date.

Parents will be asked to provide evidence of residency if the requested school is oversubscribed. Evidence will comprise of the child's birth certificate and utility bill dated within 3 months of application. In the case of a false address being submitted any offer of school place will be withdrawn. If there are any children with identical dates of birth, the child living nearest the school will be given preferences.

**Please note** that where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday – Friday) during term time. Where there is a clear 50/50 split parents should decide.

4. Children eligible for the Early Years, the Pupil Premium, or who have been in the last 6 years.

In order to give priority in our criteria for EYPP the pupil must attend the nurseries attached to Central or Bothal.

5. Children of UK Service Personnel who have been in receipt of service pupil premium.

For families of service personnel with a confirmed posting to the ALP's catchment area, or crown servants returning from overseas to live in the ALP's catchment area, we will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

6. Children of staff in the ALP.

Priority will be given to children of staff in the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. Pupils with exceptional medical or social needs supported by evidence that specifies the school applied for.

Evidence must be a written statement by a professionally involved third party such as a Doctor or Social Worker. This written statement must be submitted at the time of application and will be treated confidentially.

8. Applications from children who meet none of the criteria above.

The criteria will be applied to the best of our ability using information provided by the Local Authority, staff local knowledge where available and from information provided by parents / carers using the Supplementary Form at Appendix 1.

The ALP welcomes applications from all pupils and we are obliged to admit all pupils provided our PANs are not exceeded. However, where there are places available for some but not all applications, the following 'tie breaker' will be applied:

- Distance from the front door of the child's home to main gate of the school site they have applied for will be the deciding factor with preference being given to those whose home address is nearest as measured in a straight line ('as the crow flies'). The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement. Catchment areas for the schools may be viewed at <http://map.northumberland.gov.uk/schools/>

Children with disabilities will be treated no less favourably than other applicants for admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, and no child will be refused a place on the grounds of disability. A pupil has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Parents should note that the two primary schools should be treated as separate for the purposes of admissions applications although a place will normally be offered within the ALP if one is available.

In cases where an application for a place has been unsuccessful, parents may request that the child's name be placed on a waiting list for the school in question. Waiting lists can only apply to Reception and will only be maintained until 31<sup>st</sup> December of the year in question. A place on the waiting list does not affect your right to appeal.

### **Deferred Entry**

A child is entitled to be offered a full-time place in the September following their fourth birthday.

Parents can:

- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, and
- where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Admission of children outside their normal group**

Parents may seek a place for their child outside of 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 may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to Reception rather than Year 1.

Parents requesting admission out of the normal age group must make a written request to the relevant ALP school for their child to be taught outside of their normal academic year and provide supporting documents from an educational or medical professional where appropriate. Where an application is to be considered in the 2019 – 2020 normal admission round, the request for out of year admission must be made prior to 1<sup>st</sup> October 2018.

The ALP will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We will also take into account the views of the Principal of the school concerned. When informing a parent of our decision on the year group the child should be admitted to, we will set out clearly the reasons for our decision.

Where the ALP agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and the ALP will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of our determined admission arrangements only, including the application of oversubscription criteria where applicable. We will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### Children with challenging behaviour and those who have been excluded twice

The ALP will not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools the ALP is not obliged to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to children who were below compulsory school age at the time or children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so), and children with Special Educational Needs statements or Education, Health and Care Plans.

Arrangements for school transport to and from ALP schools will be provided as per Northumberland County Council policy. Further details regarding this are available from School Transport, County Hall: Tel: 0845 600 6400 or email [schooltransport@northumberland.gov.uk](mailto:schooltransport@northumberland.gov.uk).

Separate arrangements are made for admission to pre-school within the ALP (see Appendix 2).


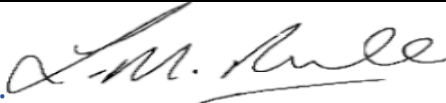
### Further guidance

The School Admissions Appeals Code can be found on the DfE website at:

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

### Appendices:

1. Supplementary Form
2. Pre-school Admissions Policy
3. Criteria for Early Education for 2 year olds.
4. Criteria for Extended Entitlement (30 hours)
5. PSA1 – Parental Declaration (for 2, 3 and 4 year old Funded Entitlement)
6. PSA2 – Little Learners Application Form
7. PSA3 – Little Learners Admission Process
8. PSA4 – Little Learners Contracted Hours
9. PSA6 – ALP 15 Hours Nursery Application Form
10. PSA7 – Nursery Admission Process
11. PSA8 – Nursery In-year Admission
12. Admissions Appeal Arrangements
13. ALP Appeal Form
14. Guidance Notes for Appeals Process

Created <input type="checkbox"/> Reviewed <input checked="" type="checkbox"/>	
Signed: 	Name: Nikki Lumley
Role: Business Manager	Date: March 2019
Adopted	
Signed: 	Name: Louise Rule
Role: Chair of Governors	Date: July 2019

**ASHINGTON LEARNING PARTNERSHIP****SUPPLEMENTARY FORM**

Child's Name.....

Address:.....

Parents will be asked to provide evidence of residency if the requested school is oversubscribed. Evidence will comprise of the child's birth certificate and utility bill dated within 3 months of application. In the case of a false address being submitted any offer of School place will be withdrawn. If there are any children with identical dates of birth the child living nearest to the school will be given preference.

**Please note** that where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday – Friday) during term time. Where there is a clear 50/50 split parents should decide.

1. EHCP in place naming Bothal or Central?  yes  no
2. 'Looked After' or 'Previously Looked After'?  yes  no
3. Does the child have any brothers or sisters at Bothal or Central Primary?  yes  no

For the purposes of admission, siblings are deemed to be brother and sisters, stepbrothers and sisters, adopted brothers or sisters and other children who reside permanently in the household and are treated as siblings. As a tie breaker multiple births will be treat as one admissions.

**Name of Brother or Sister:**

- i. .... Bothal  Central
- ii. .... Bothal  Central
- iii. .... Bothal  Central

4. Eligible for Pupil Premium or Early Years Pupil Premium?  yes  no
5. Is either of the child's parents a member of UK Service Personnel?  yes  no

For families of service personnel with a confirmed posting to the ALP's catchment area, or crown servants returning from overseas to live in the ALP's catchment area, we will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

6. Does your child have an exceptional medical or social need which is supported by evidence that specifies the school applied for?  yes  no

Evidence must be a written statement by a professionally involved third party such as a Doctor or Social Worker. This written statement must be submitted at the time of application and will be treated confidentially.

**Declaration**

I confirm that the information given on this form is correct. I understand that if I have given false information the school place offered may be withdrawn. I have read the accompanying notes and the information provided by the Local Authority.

Full Name: (please print) .....

Signed: ..... Date: .....

Please indicate your relationship to the child by ticking one of the following:

Parent                       Legal Guardian                       Foster Carer                       Social Worker

**We are unable to process a form that has not been signed by a person with parental responsibilities. Unsigned forms will be returned for a signature.**

**Please return to:**

**Bothal Primary School, Wansbeck Road, Ashington, Northumberland NE63 8HZ  
for the attention of Claire Lawson**

**OR**

**Central Primary School, Milburn Road, Ashington, Northumberland NE63 0AX  
for the attention of Ailsa Beattie**

---

**NOTES**

Please note that as a Trust, we set our own admission criteria. We have our own admissions policy which is available if you would like to see it.

**PLANNED ADMISSION NUMBERS**

Each school has a planned admissions number which is based upon the capacity of the school. As an Admissions Authority we cannot normally exceed that number other than at appeal. Once a year group has achieved the Planned Admission Number for that year then further applications will be refused. We may offer a place in another trust school if appropriate, if this is not possible and you live in Northumberland an alternative school will be offered by Northumberland County Council.

**DISABILITY**

From September 2002, Local Authorities and schools must make reasonable adjustments to ensure that the needs of the disabled pupils are met. The new Code of Practice defines disability as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. If you feel that your child falls into this category, please provide details on a separate sheet. Please note that the information you provide will not be used to decide which pupils are offered places. We need the information only to allow us to make any necessary preparations or adjustments at the school concerned.

**Pre-School Admissions Policy 2020 – 2021**

The Ashington Learning Partnership (ALP) Governing Body is responsible for setting the Admissions Policy for the Pre-school classes attached to Bothal Primary and Central Primary Schools. We aim to have a clear, consistent and fair admissions procedure for all, particularly where there are more applications than places available. The criteria for admission reflects the available provision within the wider community and not just the schools' catchment areas.

We have the following places available:

**Central Primary:**

- 40 part-time places in our 2-year-old provision Little Learners
- 156 part-time Nursery places

**Bothal Primary:**

- 32 part-time places in our 2-year-old provision Little Learners
- 104 part-time Nursery places

**Application to Little Learners**

**Free Child Care** – If eligible you will receive an email from the Local Authority which must be produced, together with a copy of the child's birth certificate, when applying for a free place. Children can access a place the term after their second birthday. Parents should contact the Local Authority to check eligibility <https://www.mylearning.co.uk/earlyyears/childcareproviders>. Parents may get help to access the website in school if they don't have internet.

**Paid Provision** – Places may be available for paying families in Little Learners. To access a paying place parents must register their details with the school. Places are offered as they become available. As far as possible we aim to match the relevant sessions requested. Children can access a place from the day of their second birthday.

**Application to Nursery**

Parents should apply to the Primary School for their child to be admitted in the term following the child's third birthday. Please note parents should complete an application for Nursery even if their child has been attending Little Learners.

Pupils are entitled to 15 or 30 hours free provision per week for 38 weeks, depending on eligibility <http://www.gov.uk>.

The closing date for receipt of applications for Nursery in September 2020 is 31<sup>st</sup> October 2019. Letters confirming a place in Nursery will be emailed or posted to parents in the spring term. Late applications are accepted and will be considered after those received by the closing date have been processed.

**Applications forms for Little Learners and Nursery can be obtained from the website or school offices:**

Central Primary School  
Milburn Road  
Ashington  
NE63 0AX  
Tel: 01670 810570  
[www.centralprimary.co.uk](http://www.centralprimary.co.uk)

Bothal Primary School  
Wansbeck Road  
Ashington  
NE63 8JQ  
Tel: 01670 812324  
[www.bothalprimary.co.uk](http://www.bothalprimary.co.uk)

**Admission to Little Learners**

Priority is given to those children who are eligible for a free funded place. If available, places may be allocated to paying families on a first come first served basis until the provision is full.

### **Admission to Nursery**

A child who is three years old by 31<sup>st</sup> August will normally be admitted part-time (15 hours) to Nursery in the September following their third birthday. Depending on availability, children will be allocated a morning or afternoon place or full days if eligible for 30 hours and spaces exist.

Parents eligible to 30 hours **MUST** reconfirm by the end date stated on their eligibility code issued by HMRC. Where we are notified by the Local Authority that you have missed your reconfirmation deadline date or that you are no longer eligible, your place will enter into a grace period, as set out in Regulations 2016, determined by HMRC or a First Tier Tribunal in the case of an appeal. In these circumstances we will contact you about the end of your free extended entitlement place. It is therefore extremely important when taking up your child's place that you are fully aware of the importance of reconfirming your eligibility code and what this means for you and your child.

### **In Year Admissions to Nursery**

If spaces are available, they will be allocated in January and April to those children who have reached their third birthday by 31<sup>st</sup> December and 31<sup>st</sup> March respectively. See 'Allocation of Places and Admission Criteria for Nursery' below.

Those children who have had a funded or paid place at Little Learners and who have not yet been allocated a place in our Nursery may be able to retain their place, **provided** there is a space available, until their September Nursery admission date. Please note that any such places would need to be paid for.

### **The Nursery Admission Process**

1. When the offer of a place is made, parents will have the opportunity to review their first choice of session times.
2. Parents should confirm their acceptance of a place once they have received an offer letter.
3. Parents will be invited to visit the Nursery and meet the staff, discuss their child's needs and ask any questions they may have.
4. All families will be offered a home visit prior to the child's start date. The home visit helps the child to make connections between home and school and to settle confidently.
5. The induction period into Nursery will be led by the child and in agreement with the parent. Some children may settle very quickly and attend their full sessions immediately; some children may take a little longer to settle and may need more induction sessions which will include visits with their parent and shorter sessions.
6. Most children will attend the Nursery for one year and progress to Bothal or Central Primary School the following September when they are 4 years old.



## Allocation of Places and Admission Criteria for Little Learners & Nursery

The following criteria is used to decide upon eligibility for a place, where the number of applications exceeds the admission limit:

1. Pupils who have an Education Healthcare Plan (EHCP) which specifies the school applied for, provided the school can meet those needs.
2. Looked after children (LAC) or previously LAC who are in the care of the local authority.
3. Pupils who have a sibling already attending any school within the ALP who will still be attending that school on the expected admission date.

For the purpose of admission, siblings are deemed to be brother and sisters, step brothers and sisters, adopted brother or sisters and other children who reside permanently in the household and are treated as siblings. As a tie breaker multiple births will be treated as one admission.

4. Pupils who reside within the catchment area of the school for which they are applying, or where firm evidence can be provided that they will do so by the proposed admission date.

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday - Friday) during term time. Where there is a clear 50/50 split parents should decide.

### **Resident in catchment**

Parents will be asked to provide evidence of residency if the requested school is oversubscribed. Evidence will comprise the child's birth certificate and a utility bill dated within 3 months of application. In the case of a false address being submitted any offer of a Nursery place will be withdrawn.

5. Children already accessing their 2-year-old free entitlement at Little Learners provision. (NB this does not include those children accessing paid day care.)
6. Child of staff

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. Children of UK Service personnel

A place will be allocated in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

8. Pupils with exceptional medical or social needs supported by evidence in appropriate professional or medical reports that specifies the school applied for.

### **Notification of medical need**

Evidence must be a written statement by a professionally involved third party such as a Doctor or Social Worker. This written statement must be submitted by **31<sup>st</sup> October** and will be treated confidentially.

9. Applications from children who meet none of the criteria above.

**Tie Breaker**

If in any category, there are more children than places available; places will be determined by reference to order of birth; eldest first. If there are any children with identical dates of birth the child living nearest to the school will be given preference. In the case of multiple births children will be treated as one admission.

**Admission into Bothal or Central Primary School**

Parents of children attending Bothal or Central Nurseries must apply if they wish their child to be admitted into that school's Reception class. The application will be considered alongside all other applications using the criteria set out in the ALP Admissions policy.

Application forms for Reception are administered by the local authority

[www.northumberland.gov.uk/admissions](http://www.northumberland.gov.uk/admissions).

**Criteria for Early Education for 2 year olds**

Two-year-olds are eligible for free early education if parents/carers are in receipt of the following:

- Child Tax Credit (but not Working Tax Credit) and have an annual income not over £16,190;
- Working Tax Credits and have annual earnings of no more than £16,190 per year;
- Income Support;
- Income-based Jobseeker's Allowance (JSA);
- Income-related Employment and Support Allowance (ESA);
- The Immigration and Asylum Act 1999;
- Guaranteed element of State Pension Credit.

Children will also be eligible if any of the following apply:

- They have a current statement of SEN or an Education, Health and Care plan;
- They attract Disability Living Allowance;
- They are looked after by the Authority;
- They have left care through special guardianship or an adoption or residency order.

**Criteria for Extended Entitlement (30 hours)**

The extended free childcare entitlement will be available to parents/carers of three and four-year-olds in from September 2017 where:

- Both parents are working (or sole parent in a lone parent family) and each parent/carer earns on average:
  - A weekly minimum equivalent to 16 hours at national minimum wage (NMW) (for under 25 year olds) or national living wage (NLW) (if over 25 years old), and
  - Less than £100,000 per year.

**OR**

- Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity, paternity or adoption leave or statutory sick pay, or
- One parent is employed and the other parent has substantial caring responsibilities based on specific benefits received for caring, or
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

**Please Note:**

- Parents do not need to work 16 hours per week, but your earnings must equal at least 16 hours work at minimum wage/national living wage. This equates to a minimum income requirement for a parent/carer over the age of 25 of £115.20 a week, or for 21-24 year olds of £107.20 a week.
- A parent/carer will be eligible if they expect (on average) to earn this amount over the coming three months: for example, for a parent/carer who is on zero-hours contract, they will qualify if on average they work two weeks out of every three, and when they are working they get 25 hours of work at the minimum wage.
- 'Parent' means a person who has parental responsibility for the child. In cases where a parent has remarried or is living with a partner, the step-parent or partner must also meet the earning threshold.
- Foster carers are only eligible for the extended entitlement for their own children (if they meet the criteria); they are not eligible for children that they foster.

## Parental Declaration (for 2, 3 and 4 year old funded entitlement)

## 1. Child's Details

Child's Legal Family Name:		Child's Legal Forename(s):	
Name by which the child is known if different from above:			
Date of Birth:		Male / Female:	
Address:		Post Code:	
Documentary proof of DOB Type (e.g. Birth Certificate, Passport):		Document recorded by (name of staff):	
Date document recorded (dd/mm/yy):		2YO Code:	

## 2. Additional Details for Children Claiming 30 Hours Free Childcare

Parent/carer National Insurance Number:		30 hours eligibility code:	
---	--	----------------------------	--

## 3. Setting and Attendance Details

- You need to agree and complete this declaration form with each setting your child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the settings.

Setting Name(s)	Please Enter The Total Free Entitlement Hours Attended Per Day					Total Number Of Hours Per Week	Number Of Weeks Per Year (e.g. 38,45,51)
	Mon	Tue	Wed	Thur	Fri		
A							
B							
C							
<b>Total Daily Free Hours Attended</b>							

## 4. Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits (please see web address in footnote). This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information, please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the main benefit holder to enable Northumberland County Council to confirm eligibility:

Parent/Carer First Name		Parent/Carer Surname	
Parent/Carer Date of Birth		Parent/Carer National Insurance Number/NAS S Number	

**5. Disability Access Fund Declaration**

Three and four-year-old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child’s early years setting as a fixed annual rate of £615 per eligible child.

**Is your child eligible and in receipt of Disability Living (DLA)?**

Yes

No

**If your child is splitting their free entitlement across two or more providers, please nominate the main setting where the local authority should pay the DAF:**

<https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-local-authorities>

**Data Protection, Privacy and Data Sharing**

By signing below, I agree and consent that the information I have provided above can be shared with Northumberland County Council and the Department for Education. They will access information from other government departments to confirm my child’s eligibility and enable this early years setting to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child. I acknowledge that, where my child moves to a new setting, the above information can also be shared with them.

I understand that this personal information is held securely and will be used to ensure that this setting receives the statutory funding from the Council which it is eligible for. My eligibility for funding and any change to that eligibility will be shared with this setting. I understand that my consent to this information sharing can be withdrawn at any time, by contacting the setting and the Council.

If you want to see a copy of the information this setting holds and shares about you then please contact us. Further information regarding how the Council will use the information shared with them can be found on the “Early Years Education” section of their website:

<http://www.northumberland.gov.uk/About/Contact/Information.aspx#privacynoticesdataprotectionforschoolsotherchildrenservices>

Declaration I (Name) .....

Of (Address) .....

(Name of Provider/s) .....

.....

to claim free entitlement funding as agreed above on behalf of my child.

Parent/Carer/Guardian with legal responsibility		Child Care Provider	
Signed		Signed	
Print Name		Print Name	
Date		Date	

**Office Use:**

30 hours eligible & found start date ..... end date .....

Checked by: ..... (Name) ..... (Sig)  
 .....(date)

birth certificate (copy attached) – original seen by ..... (Name)  
 (signed by person sighting) ..... (Signature)  
 ..... (Date)

DAF – eligible Y  N

If Yes: copy of letter confirmation of Disability Living Allowance attached.

Email Parental declaration, birth certificate & DLA letter to SBM.

Forms filed in office.



**Little Learners Application Form**

(tick as appropriate)

**Free Child Care** - Parents should contact the Local Authority to see if they are eligible for Free Child Care by telephoning 01670 623592 or email [fis@northumberland.gov.uk](mailto:fis@northumberland.gov.uk). If eligible you will receive a letter from the Local Authority which must be produced when applying for a free place. Children can access a place the term after their second birthday. Priority is given to those children who are eligible for a free funded place. If available, places will be allocated to paying families on a first come first served basis until the provision is full. Free child care is 15 hours per week. Additional hours can be paid for.

**Paid provision** – Places may be available for paying families in Little Learners. To access a paying place parents must register their details with the school. Places are offered as they become available. As far as possible we aim to match the relevant sessions requested. Children can access a place from the day of their second birthday.

<b>Child's Surname:</b>	<b>Child's Forenames:</b>
Date of Birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:	
Postcode:	Home Telephone No:
Any Special Needs:	
GP Name and address:	
Names and ages of any other children at home:	
Details of attendance at any mother & toddler group, playgroup, etc:	

<b>PARENTS</b>	<b>Mother</b>	<b>Father</b>
Full Name and title:		
Mobile Number:		
Address (if different from child)		
Occupation:		
Full or part time:		
National Insurance No:		
Date of Birth:		
Signature:		
Date:		

*Please send completed forms to: Bothal Primary School, Lower Site, Wansbeck Road, Ashington, NE63 8HZ, Central Primary School, Lower Site, Milburn Road, Ashington, NE63 0AH or by email to [bps@alptrust.co.uk](mailto:bps@alptrust.co.uk). **Please include letter of entitlement if you are applying for a funded place.***

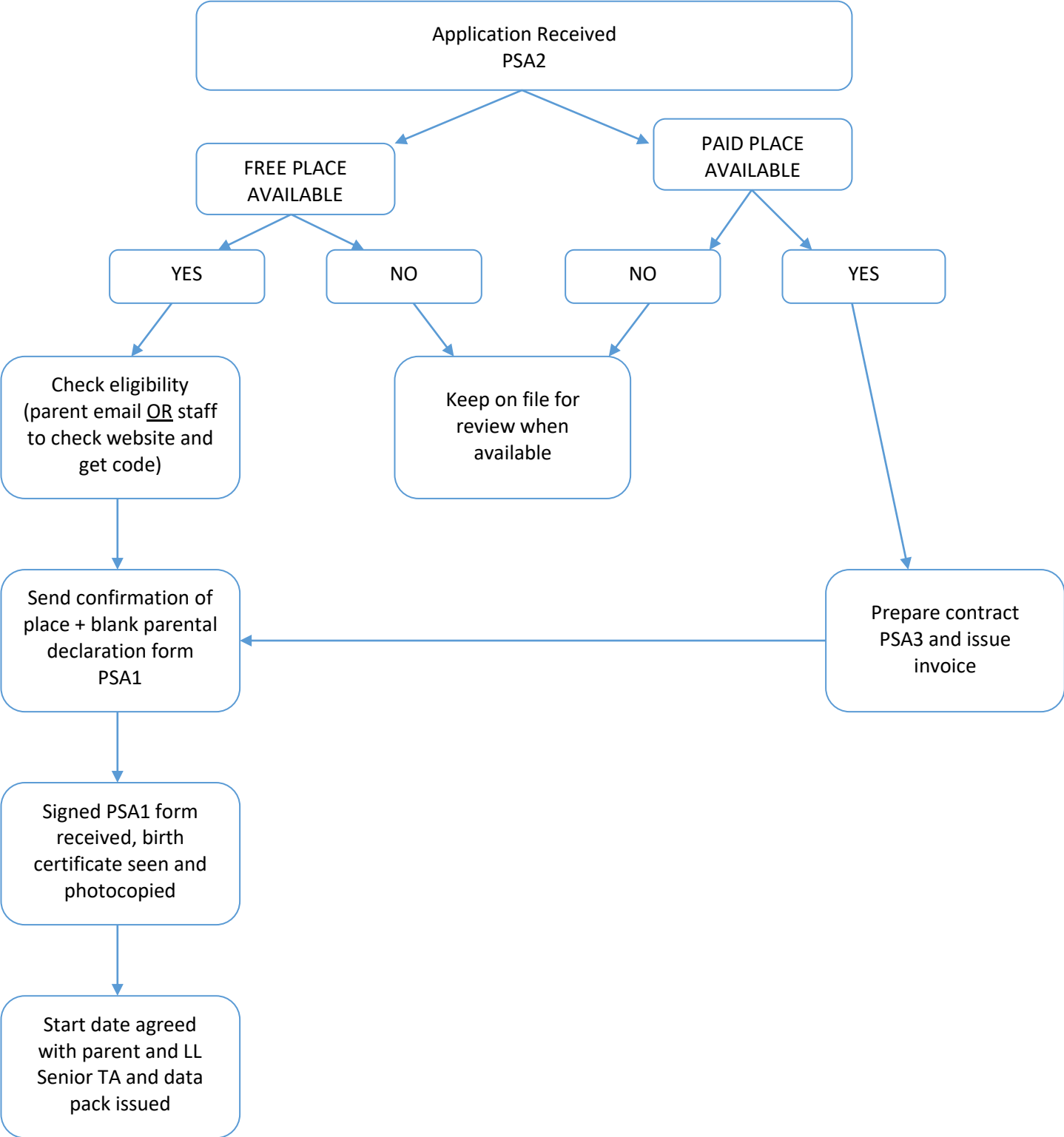


**Office Use Only:**

Funded Place			
Funding email sighted or website checked		Eligibility Code:	
Confirmation & blank parental declaration sent			
Copy of Birth Certificate received date			
Term eligible to start (>2 <sup>nd</sup> birthday)			
Data collection pack issued/returned by LL			

Paid Place					
Copy of Birth Certificate Received Date					
Start Date (>2 <sup>nd</sup> birthday)					
Contract Issued Date by FO					
Initial Invoice Issued Date by FO					
Signed parental declaration received					
Contracted Sessions:					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Data Collection Pack Issued					
Data Collection Pack Returned					

Little Learners Admission Process





<b>Little Learners @ Bothal</b> <b>Wansbeck Road</b> <b>Ashington</b> <b>NE63 8HZ</b>	<b>Little Learners @ Central</b> <b>Milburn Road</b> <b>Ashington</b> <b>NE63 0AX</b>
--	--

<b>Name of Child:</b>		
<b>Date of Birth:</b>		
<b>Name(s) and Address(es) of Parents:</b>		

<b>Contracted Hours:</b>	<b>Session @ 3 hours per session</b>	
	<b>AM</b>	<b>PM</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Payment (£17.25 per session):</b>  <b>Your payment will be £                      per month (first term only, will be recalculated for subsequent terms)</b> <b>payable 1 month in advance.</b>		

**Little Learners agrees to:**

- Care for the child during the contracted hours.
- Comply with all requirements as laid down by the Local Authority, Ofsted, National Day Care Standards and the Children Act 1989, relevant to the provision of childcare.
- Have appropriate insurance and comply with all requirements laid down by their insurance company.

**The Parents agree to:**

- Pay the fees as set out in the contract on the day(s) specified.
- Arrive and collect their child on time.

I agree to the above terms and conditions, including that all fees are payable in advance, that late fees will apply and that no refunds will be given. See Charging and Remissions Policy

Signed: ..... (Parent) Date: .....

Signed: ..... (On behalf of Little Learners) Date: .....

**ALP 15 Hours Nursery Application Form**

Child's Surname:	Child's Forenames:
Date of Birth:	Gender:
Address:	
Postcode:	Home Telephone No:
Any special needs:	
GP Name and Address:	
Names and ages of any other children at home:	
Details of attendance at any mother and toddler group, etc	

PARENTS	Mother	Father
Full Name and Title:		
Mobile Number:		
Address (if different from child):		
Occupation:		
Full or Part Time:		
National Insurance No:		
Date of Birth:		
Signature:		
Date:		

YES

I believe I may be entitled to 30 hours at the time of admission	<input type="checkbox"/>
--	--------------------------

YES

I would like to take 30 hours provision (if I am eligible)	<input type="checkbox"/>
--	--------------------------

**Please send completed forms to: Bothal Primary School, Lower Site, Wansbeck Road, Ashington, Northumberland, NE63 8HZ, Central Primary School, Lower Site, Milburn Road, Ashington, Northumberland, NE63 0AX or by email to [bps@altrust.co.uk](mailto:bps@altrust.co.uk) or [cps@alptrust.co.uk](mailto:cps@alptrust.co.uk)**

Your child cannot be considered for admission until the term following his/her third birthday, and a place will often not be available until the September following his/her third birthday.

**IMPORTANT: Details of Conditions Relating to Nursery Places.**

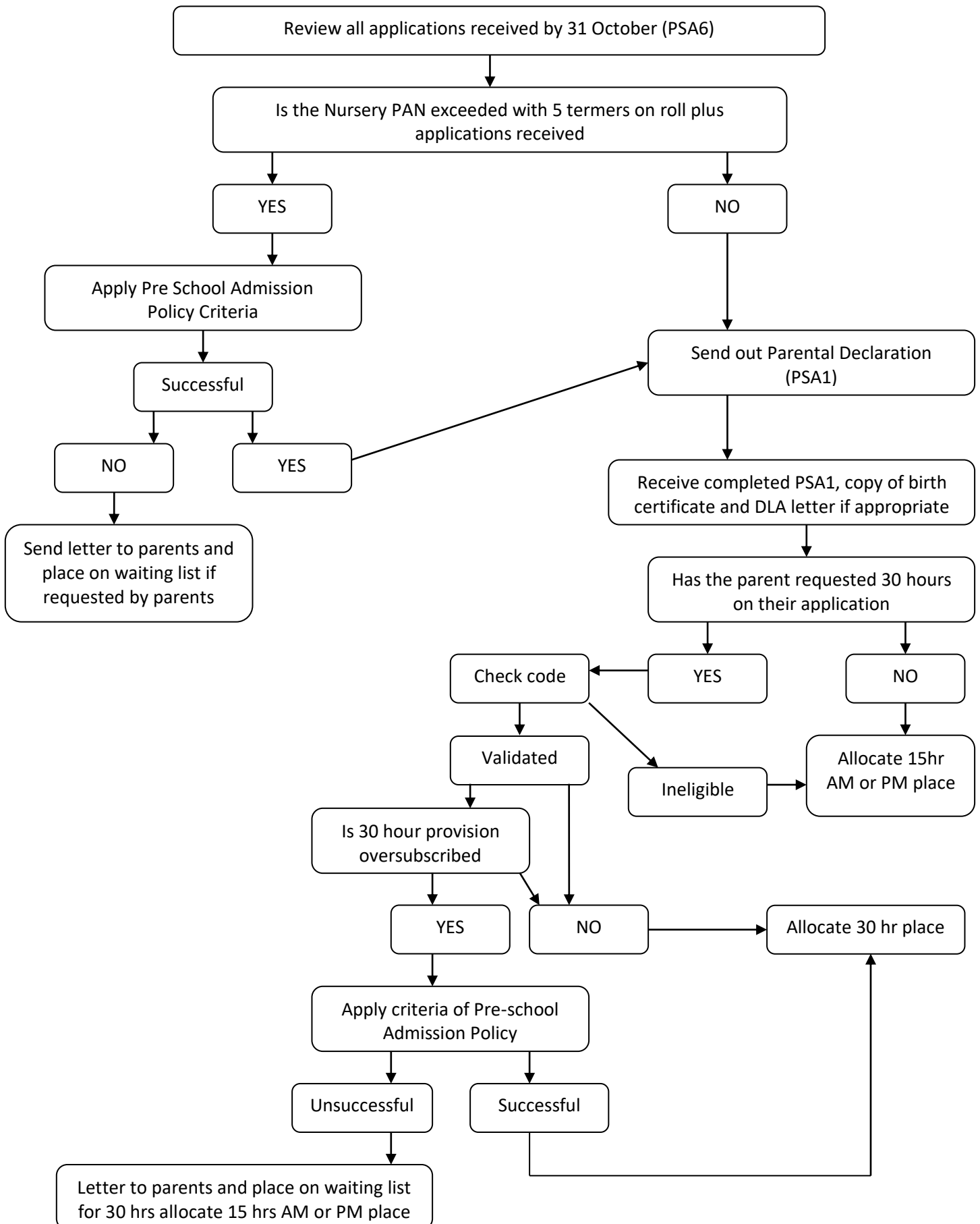
There is no statutory right to a nursery place. If places are oversubscribed, the school will apply its own admissions criteria (see Pre-School Admissions Policy) to determine which children to admit. If a child cannot be offered a place, there is no right of appeal against the decision. Although attendance preference can be requested, the final placements of the children will be at the discretion of the school. A child will be expected to complete the nursery course and remain in the nursery class until he/she is eligible to transfer to full provision in a reception class in primary school. Regular attendance is expected. The time for transfer from nursery to a reception class is at the beginning of the Autumn term if the child is four by August. In exceptional circumstances, transfer to reception may be delayed to the beginning of the Spring Term by agreement with the Executive Principal.

Should any of your details change, please ensure that the school is notified.

See Appendix B for 30 hour provision eligibility criteria.

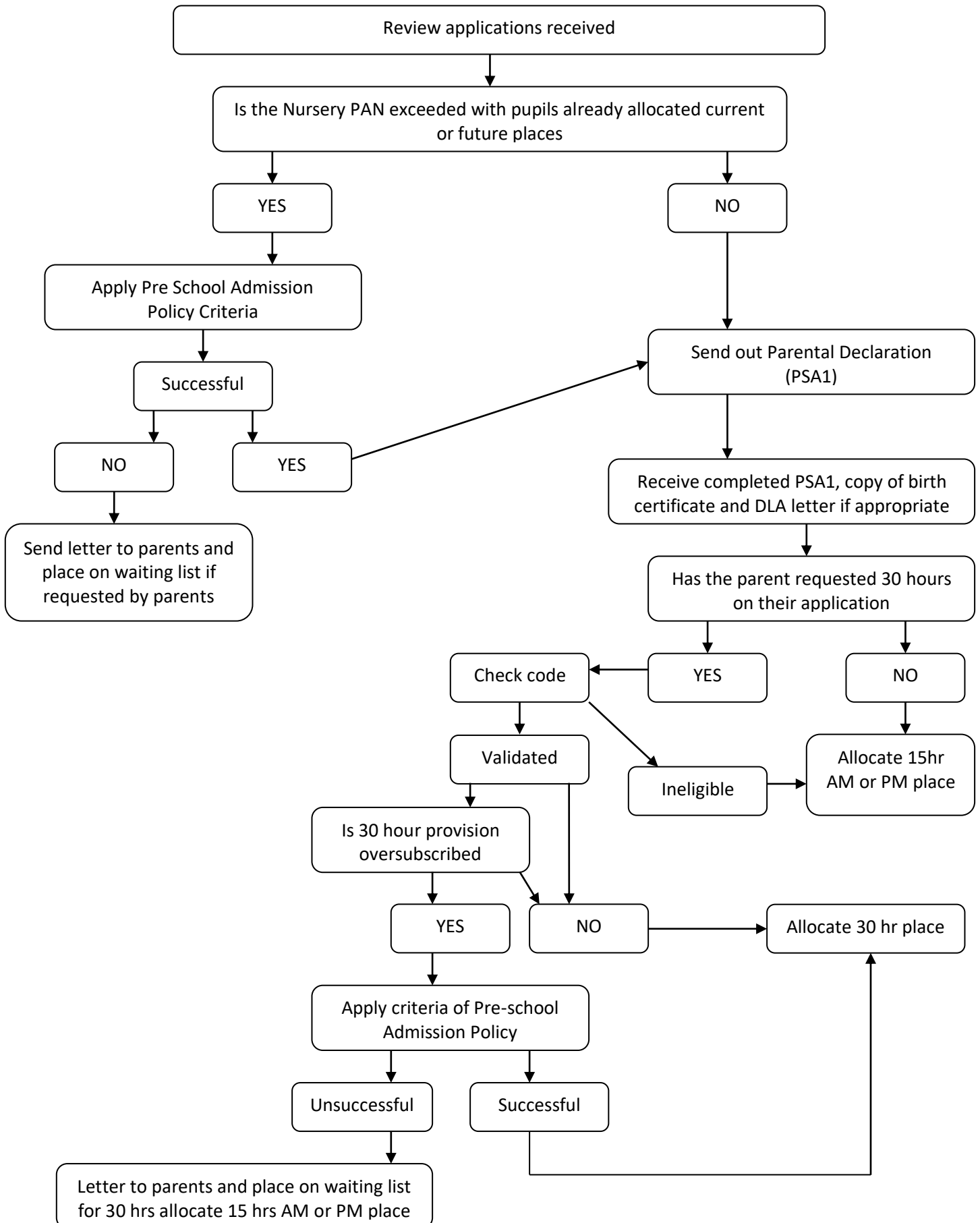
Office Use Only					
Application Received Date					
Copy of Birth Certificate Received Date					
Eligible Start Date (if spaces)					
Actual Start Date					
Sessions:					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Data Collection Pack Issued					
Data Collection Pack Returned					

Nursery Admission Process  
September Intake



Nursery In-Year Admission - January & April

Review applications of file for age group.



## Admissions Appeal Arrangements

### Appeals information for parents

It is the policy of Ashington Learning Partnership to comply with parental preference for a particular school wherever possible. Each school has a Published Admission Number (PAN) – the number of pupils allowed in any year group. Pupils should not be admitted above the published number unless exceptional circumstances apply. Admission over the PAN would usually only be by way of appeal. Appeals may be subject to 'Infant Class Size Legislation'. (See below.) In cases when a school has reached its capacity and we are unable to offer a place, applicants may appeal against this decision.

### Infant class size legislation

Section 1 of the School Standards and Framework Act 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils with a single school teacher. This means that appeal panels can only uphold appeals in very limited circumstances. (*Section 2.15 of the School Admission Appeals Code Dec 2014.*)

### How to appeal

Your appeal should be made in writing to the Chair of Governors, using the ALP Appeal Form (Appendix 13), giving details of your reasons for appeal within 10 working days of receiving the refusal letter; otherwise you may lose your right of appeal.

The ALP sets its own Admission Policy and has delegated responsibility, for arranging a hearing for appeals against refusal to the school you have applied to, to the Local Authority. The Local Authority will make arrangements for a Local Appeal Committee to convene to hear your appeal and you will be informed of these arrangements. Guidance on the Appeal Process are detailed in Appendix 14).

### Re-appeal

Each application is only valid for the school year being applied for. Parents may wish to re-apply for entry into a school for subsequent years and should submit a new preference form in the autumn term. Only one application for a particular year group in a particular year and one appeal per year is permissible.

Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority accepts a second application because of a significant and marked change in the circumstances of the parent, child or school.

### Further guidance

[www.gov.uk/SchoolAdmissionsCode](http://www.gov.uk/SchoolAdmissionsCode)



## ALP Appeal Form

All parts of this form should be completed. Failure to complete any section will result in the form being returned to you which will delay the date of your appeal.

Please send completed form to: Mrs L Rule, Chair of Governors, School Appeals, c/o Bothal Primary School, High Market, Ashington, NE63 8NT.

1.	I have expressed a preference for Bothal <input type="checkbox"/> Central <input type="checkbox"/> Primary School and am appealing against the decision of the ALP Admissions Authority.			
2.	Present or last school attended:			
	Date left / due to leave:		Year group applied for:	
	Reason for transfer:			
3.	The <b>child's</b> name is Surname: (BLOCK CAPITALS)		Forenames:	
	Male / Female:		D.O.B.	
4.	My name is:	Mr / Mrs / Ms	<i>(please delete as appropriate)</i>	
	(BLOCK CAPITALS) Forename:		Surname:	
	Parent / Guardian:		<i>If you are the guardian of the child and not the parent please provide evidence of guardianship</i>	
	My home address is:			
	Daytime telephone no:		Mobile:	
5.	The exact date I wish the child to be admitted to the chosen school is:			
6. a)	I wish to put my case to the Appeal Panel myself (or with my spouse/partner):			YES / NO
b)	I wish to put my case to the Appeal Panel myself and would like to be accompanied by a friend (please state relationship): .....			YES / NO
c)	I wish my representative to put my case to the Appeal Panel. (This may be a solicitor or another person you choose – see below).			YES / NO
	The name of my representative is (BLOCK CAPITALS)		Surname:	Forename or initials:
	Relationship:		Landline no:	Mobile:
	His / her address:			

Bearing in mind the importance of maintaining an informal atmosphere, legal representation will not usually be necessary, although parents are free to have such representation if they wish.

Please note that if you do appoint a representative you will be responsible for any costs involved.

**IT IS STRONGLY RECOMMENDED THAT YOU ATTEND** but, if for some reason you are unable to do so, the Appeal Panel can decide the appeal in your absence on the basis of any written information you may have sent beforehand. **It is therefore important to you to give as much information as possible when completing this form.**

The Admissions Authority will have explained to you the reasons for the decision to refuse your application; you need to give your reasons and explain in full in the space below, why you think the Appeal Panel should agree with you.

Please attach further information and any other documents you wish in support of your case.

## Guidance Notes for Appeals Process

### 1. Who are the appeal panel?

To deal with appeals a special appeal panel will be set up and the Admissions Authority will have to abide by its decisions. The panel is totally independent and is administered by Northumberland County Council. Members are unpaid volunteers.

The panel members will have had no previous involvement in the decision making process.

The appeal panel which will look at your appeal will comprise of three to five members. The intention is that the panel will have a mix of different types of members.

- **Lay members** – people without personal experience in the management of any school or the provision of education in any school (disregarding experience as a school governor or in another voluntary capacity). There must be at least one lay member of the panel.
- **Experienced in education** – people who are acquainted with educational conditions in the Local Authority's area, or who are parents of registered pupils at a school. There must be at least one experienced member of the panel.

### 2. What happens at the appeal?

#### a. **Before the appeal**

Two weeks or ten working days before the appeal, you will be informed of the date and time of the hearing. This letter will give you a date by which you should send in any further information that may have come to hand since submitting your appeal form.

If you wish to submit any further evidence in support of your appeal, such as medical or educational information, it is your responsibility to ensure that it is attached to the Appeal Form. Please note that ALP or Northumberland County Council cannot obtain information on your behalf.

One week before the appeal you will receive a copy of the Admissions Authority's submission which outlines the reasons why your application was refused. You will also receive a copy of your appeal form and any supporting documents. These documents are sent at the same time to the members of the appeal panel so that they will have time to read them before your hearing.

#### b. **At the appeal**

At the appeal you will hear from an officer of the Admissions Authority who will explain why your application was refused. This section of the appeal will deal purely with the numbers of pupils in the school and the arrangements within the school. The panel members and you will have an opportunity to ask questions of the officer at this point.

You will then be invited to explain to the appeal panel why you believe your appeal should be allowed. The panel and the Local Authority officer may wish to ask you questions if they need to clarify something you have said. You will also have the opportunity to ask questions.

There are often several appeals heard for the same year group in a particular school on the same day by the same panel. On these occasions all parent/guardians will be present to hear the Admission Authority submission and have the opportunity to ask questions. Following this, parents/guardians are heard individually and in private. Depending on numbers of appeals involved this may mean that the appeal panel will have to meet on more than one day.

The appeal panel will not make a decision until it is heard all the appeals for that particular year group.

Although the appeal panel does have procedures to follow, it does try to keep matters as informal as possible. The aim is to allow every parent/guardian the opportunity to explain their reasons for appealing. Meetings of the appeal panel are strictly private and confidential and you should feel free to inform the panel of any personal circumstances that you consider important to your case.

The appeal panel will then consider your appeal taking into account all the information it has heard and will come to its decision.

The clerk of the appeal panel is in attendance at all times to offer advice to all parties on procedure and the law. The clerk will record the decision of the hearing and the reasons for it.

**c. After the appeal**

You will be informed of the appeal panel's decision in writing as soon as is practicably possible.

The decision of the appeal panel is binding on the Admissions Authority and the school and, if your appeal is successful, your child will be able to attend the school immediately.

**3. What are my rights?**

The appeal panel will know the Admissions Authority/Governing Body have a duty to comply with the preference you have expressed, unless one of the exceptions mentioned in section 86 of the School Standards and Framework Act 1998 applies.

The panel will be told that the Trust representative must satisfy them that one or more of the exceptions, applies. The appeal panel must give careful consideration to the points you are making and decide whether your case is strong enough to allow your child to be admitted to the school of your choice.

**4. Do I have to attend the appeal panel in person?**

We strongly recommend that you and/or your spouse/partner attend the appeal panel hearing.

If you inform the Children's Services that you wish to attend the appeal and then do not come to the appeal, the panel can decide your appeal in your absence on the basis of any written information you may have sent beforehand.

If you wish to have your appeal considered by way of written representation please provide as much information as possible.

If you wish to submit any evidence in support of your appeal i.e. medical, educational, etc, it is your responsibility to ensure that the evidence is attached to the **appeal form**, or is submitted in time for inclusion in the appeal documentation (approximately 10 days prior to the appeal hearing). If the evidence is not submitted the Panel may make a decision in its absence.

**5. How do I make my case to the appeal panel?**

Members of the appeal panel will receive a copy of your appeal along with copies of anything you send to support your case. In this way the Appeal Panel will know why you are appealing. You ought to bear in mind the following points.

- a) The appeal panel will know nothing about your particular circumstances. It is up to you to put forward all your points now, even though you may have covered them before with the Admissions Authority.
- b) It is important that you should include all your reasons for appeal in your written statement.
- c) In the case of a number of appeals for the same school and year group the appeal panel may decide not to allow all the appeals. In this case the appeal panel will have to make some difficult choices between individual children. You should therefore cover any points that you feel will convince the appeal panel to allow your appeal. It is for you to help the appeal panel to know about the factors which might make your case special.

**6. Where do I send my form?**

Please complete the appeal form in full, sign it (keep the guidance notes to remind you of what the appeal will involve) and send the completed appeal form as soon as possible to:

Chair of Governors  
School Appeals  
c/o Bothal Primary School  
High Market  
Ashington  
NE63 8NT

**7. Further advice and information**

If you would like any further advice or information relating to any aspect of the appeal, please do not hesitate to contact the Admissions Officer at the school you have applied for or the School Admissions Team at County Hall.

Admissions Officer Bothal Primary School Wansbeck Road ASHINGTON NE63 8HZ
---

Admissions Officer Central Primary School Milburn Road ASHINGTON NE63 0AX
---

School Admissions Team Northumberland County Council County Hall MORPETH NE61 2EF
---