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**NEWHAM BRIDGE
PRIMARY SCHOOL**

Admissions Policy

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Admissions Arrangements for School Year 2024-25

The Legacy Learning Trust is the Admissions Authority for the school.

These arrangements are established in accordance with Annex 1 of the Academy's Supplemental Funding Agreement.

The Local Authority (LA) Admissions Team, Middlesbrough Council, will co-ordinate all admissions and this is referred to as the coordinated admissions scheme. All Reception admissions will be requested via the common admissions form.

Admission Number

Newham Bridge Primary School has an agreed Published Admission Number (PAN) of 45 in Reception year group. The school will accordingly admit 45 in the relevant age groups if sufficient applications are received. All applications will be admitted if 45 or fewer apply.

Children with an Education, Health and Care Plan

Any child with an Education, Health and Care Plan ("EHCP") is required to be admitted. This gives such children overall priority for admission to the named academy. This is not an over-subscription criteria.

Primary Admissions Over-Subscription Criteria

Where more parents/carers have expressed a preference for a particular school than the admission number, the Local Authority must apply its over-subscription criteria in deciding which parents/carers preferences can be met. After the admission of children with Statements of Special Educational Needs or an Education, Health & Care Plan where a particular school is named in the Statement or Plan, the over subscription criteria will be applied as follows:

- 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
- Children 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
- Children 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. See note

- Children 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. The supporting letter should detail why the school (s) applied for is / are the only one (s) that can accommodate the child). See note 3
- Children who reside closest to a particular school, measured in a straight line. The measure will be taken from the front door of the child's home to the main entrance of the school. middlesbrough.gov.uk

When distinguishing between children within the same criteria the child with the highest second criteria will be admitted i.e. a child 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 child 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.

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.

Note 4: 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 this year, 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

N.B. Attendance at a school nursery does not guarantee a place in the reception class of that school.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the coordinated admission scheme, the School will operate a waiting list. Where in any year the School receives more applications for places than there are places available, a waiting list will operate until the end of the first school term. This will be maintained by the School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Places from the waiting list will be offered in the priority order set out above, not in order of the date applications are made.

Late applications

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applications will be considered only after those applicants who applied by the published closing date.

Tie breaker

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line from the front door of the home of the applicant to the front door of the main reception of the school site that was on the original application for a place.

Fair Access Protocols

The School works in accordance with the in-year Fair Access Protocols held by the Local Authority; should a vulnerable child within the protocols require a place at the School, they will take precedence over any child on the waiting list. The Local Authority, Middlesbrough Council, will co-ordinate all admissions. The LA school admissions team will liaise between the School and parents. Parents can contact the LA Admissions team on 01642 201889. The LA team will liaise with parents to complete relevant paperwork and to confirm the offer to give details as to why it has been denied. If a place is offered, parents are asked to contact the School again so that the relevant paperwork can be completed and a start date negotiated. If a place is not available then parents will be advised accordingly and given the right of an appeal.

Appeals

The Legacy Learning Trust as the Admission Authority delegates the responsibility for appeals to the Academy. Parents who wish to appeal the decision of the admissions authority to refuse their child a place at your School may apply in writing to the School, using the Appeals Form, where appeals will be heard by an independent panel.

In the event of you taking your Year 7 admission allocation to appeal.

We cannot offer a bespoke report writing in support of each appeal. We are happy to provide any information already held on our system and offer support on where to seek advice.