

Bede Academy



Admissions and Appeals Policy

Last review: September 2023
Principal Approval: October 2023
Governor Approval: October 2023
Next review: September 2024

Bede Academy Admissions and Appeals

The Academy operates alongside Northumberland Local Authority and the National Guidelines on Admissions and Appeals. Emmanuel Schools Foundation Multi Academy Trust (ESF MAT) is the Admissions Authority for entry into Bede Academy, with day-to-day responsibility delegated to Bede Academy's governors, and is responsible directly to the Department for Education for all Admissions and Appeals.

Annual Admissions 2024-2025 – Reception

The Published Admissions Number for Reception is 90. Places are offered to prospective Reception students at the same time as places are allocated within all other Northumberland schools. This is co-ordinated with the Academy and the Local Authority but all queries and appeals are handled by Bede Academy directly.

After the admission of pupils with Statements of Special Educational Need or Education, Health and Care Plan (EHCP) for whom Bede Academy has consented to be named on the Statement (*evidence of this must be provided*), the remaining available places will be allocated in the following order priority:

- **Looked After Children (in public care) and previously Looked After Children**
A looked after child, as defined by Section 22(1) of the Children Act 1989, 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 function for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:
 - i. *Were adopted under Section 46 of the Adoption and Children Act 2002*
 - ii. *Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements orders replace residence orders, and any residence order in force prior to 22 April 2014, is deemed to be a child arrangement order, which settles the arrangements to be made as to the person with whom a child is to live;*
 - iii. *Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s)*

- **Children on whose behalf written evidence of exceptional medical or social need is presented, such as evidence being supplied by a professionally involved third party and must set out the particular reasons why the Academy is the most suitable school.**
Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school. Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another. The application must be supported by compelling written evidence from a suitable professional such as a doctor and/or hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of your original application. If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will

be given priority at the school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this Academy over any other.

- **Children of staff where the member of staff is filling a post for which there is a demonstrable skill shortage.**
- **Children who have a sibling(s) who will be in Year Reception to Year 6 on the Academy roll at the time of admission.**
Siblings are recognised as brothers, sisters, half-brothers, half-sisters, step-brothers and step-sisters who reside permanently in the same household.
- **Children who live in the published catchment area for the Academy**
Where a child lives at more than one address, the main address will be deemed to be that of the parent receiving the Child Benefit payment. The catchment area map is available to view on our website.
- **Children who are eligible to receive the ‘service premium’ under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Forces personnel.**
- **Children, on the basis of the closeness of their home’s front door to the front gate of Bede Academy, measured by walking in the shortest possible line without entering private property.**
Walking distance must be along a safe walking public route, which does not include private short cuts or walk across open ground where there are no public rights of way. A safe walking route is defined as being paved/tarmacked and lit at regular intervals. For applications for years Reception to year 6 the walking distance will be calculated to the front gate of Bede Academy, Curlew Way. Bede Academy use software that is specialised for computer mapping of distance. This is called “Basemap” and takes the X and Y coordinates of the property address and calculates the distance to the front gate of Bede Academy.

Annual Admissions 2024-2025 – Year 7

The Published Admissions Number for Year 7 is 134. There are 224 places in year 7, with 90 places being taken by students transferring from Bede Academy’s year 6. Places are offered to prospective Year 7 students at the same time as places are allocated within all other Northumberland schools. This is co-ordinated with the Academy and the Local Authority but all queries and appeals are handled by Bede Academy directly.

After the admission of pupils with Statements of Special Educational Need or Education, Health and Care Plan (EHCP) for whom Bede Academy has consented to be named on the Statement (*evidence of this must be provided*), the remaining available places will be allocated in the following order priority:

- **Looked After Children (in public care) and previously Looked After Children**
A looked after child, as defined by Section 22(1) of the Children Act 1989, 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 function for England and Wales.
Priority is also given under this criterion for looked after children who ceased to be so because they:
 - Were adopted under Section 46 of the Adoption and Children Act 2002*
 - Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements*

orders replace residence orders, and any residence order in force prior to 22 April 2014, is deemed to be a child arrangement order, which settles the arrangements to be made as to the person with whom a child is to live;

vi. *Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s)*

- **Children on whose behalf written evidence of exceptional medical or social need is presented, such as evidence being supplied by a professionally involved third party and must set out the particular reasons why the Academy is the most suitable school.**

Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school. Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another. The application must be supported by compelling written evidence from a suitable professional such as a doctor and/or hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of your original application. If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at the school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this Academy over any other.

- **Children of staff where the member of staff is filling a post for which there is a demonstrable skill shortage.**
- **Children who have a sibling(s) who will be in Year Reception to Year 13 at the time of admission.**
Siblings are recognised as brothers, sisters, half-brothers, half-sisters, step-brothers and step-sisters who reside permanently in the same household.
- **Children who live in the published catchment area for the Academy**
Where a child lives at more than one address, the main address will be deemed to be that of the parent receiving the Child Benefit payment. The catchment area map is available to view on our website.
- **Children who are eligible to receive the 'service premium' under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Forces personnel.**
- **Children, on the basis of the closeness of their home's front door to the front gate of Bede Academy, measured by walking in the shortest possible line without entering private property.**
Walking distance must be along a safe walking public route, which does not include private short cuts or walk across open ground where there are no public rights of way. A safe walking route is defined as being paved/tarmacked and lit at regular intervals. For applications for years 7 to 11 the walking distance will be calculated to the front gate of Bede Academy, Sixth Avenue. Bede Academy use software that is specialised for computer mapping of distance. This is called "Basemap" and takes the X and Y coordinates of the property address and calculates the distance to the front gate of Bede Academy.

Annual Admissions 2024-2025 – Year 12

The majority of places will be allocated to pupils already on roll in Bede Academy's Year 11. In addition, a minimum of 5 places will be available to external applicants. Applications for admissions are to be made directly to Bede Academy on our application form. All pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Priority for the allocation of places will go to internal applicants, i.e. pupils already on roll in Bede Academy's Year 11. Bede Academy may decide not to run courses if the number of students applying for these courses makes it uneconomic to do so. When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements for their course will be admitted. If there are more external applicants that satisfy any academic entry requirements than the published admission number, after the admission of pupils with Statements of Special Educational Needs or Education, Health and Care (EHC) plan for whom Bede Academy is named on the statement, the criteria for external applicants will be applied in the order in which they are set out below:

- **Looked After Children (in public care) and previously Looked After Children**

A looked after child, as defined by Section 22(1) of the Children Act 1989, 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 function for England and Wales.

Priority is also given under this criterion for looked after children who ceased to be so because they:

vii. Were adopted under Section 46 of the Adoption and Children Act 2002

viii. Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements orders replace residence orders, and any residence order in force prior to 22 April 2014, is deemed to be a child arrangement order, which settles the arrangements to be made as to the person with whom a child is to live;

ix. Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s)

- **Children on whose behalf written evidence of exceptional medical or social need is presented, such as evidence being supplied by a professionally involved third party and must set out the particular reasons why the Academy is the most suitable school.**

Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school. Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another. The application must be supported by compelling written evidence from a suitable professional such as a doctor and/or hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of your original application. If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at the school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

- **Children who have a sibling(s) who is on the Academy roll.**

Siblings are recognised as brothers, sisters, half-brothers, half-sisters, step-brothers and step-sisters who reside permanently in the same household.

- **Children who live in the published catchment area for the Academy**
Where a child lives at more than one address, the main address will be deemed to be that of the parent receiving the Child Benefit payment. The catchment area map is available to view on our website.
- **Children, on the basis of the closeness of their home's front door to the front gate of Bede Academy, measured by walking in the shortest possible line without entering private property.**
Walking distance must be along a safe walking public route, which does not include private short cuts or walk across open ground where there are no public rights of way. A safe walking route is defined as being paved/tarmacked and lit at regular intervals. Bede Academy use software that is specialised for computer mapping of distance. This is called "Basemap" and takes the X and Y coordinates of the property address and calculates the distance to the front gate of Bede Academy.

In term Admissions 2024-2025 (Reception – Year 6)

Applications for in-year admissions are to be made directly to Northumberland County Council on the appropriate Common Application form. The Published Admissions Number for Reception to Year 6 is 90.

If a space becomes available during the academic year children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the Academy will be admitted.

Places for in term entry into Year Reception to Year 6 will be allocated in the following order priority:

- **Looked After Children (in public care) and previously Looked After Children**
A looked after child, as defined by Section 22(1) of the Children Act 1989, 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 function for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:
 - x. Were adopted under Section 46 of the Adoption and Children Act 2002*
 - xi. Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements orders replace residence orders, and any residence order in force prior to 22 April 2014, is deemed to be a child arrangement order, which settles the arrangements to be made as to the person with whom a child is to live;*
 - xii. Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s)*
- **Children on whose behalf written evidence of exceptional medical or social need is presented, such as evidence being supplied by a professionally involved third party and must set out the particular reasons why the Academy is the most suitable school.**
Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school. Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another. The application must be supported by compelling written evidence from a suitable professional such as a doctor and/or hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be

caused if the child had to attend another school. This must be submitted at the time of your original application. If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at the school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this Academy over any other.

- **Children who have a sibling(s) who will be in Year Reception to Year 6 on the Academy roll at the time of admission.**
Siblings are recognised as brothers, sisters, half-brothers, half-sisters, step-brothers and step-sisters who reside permanently in the same household.
- **Children who live in the published catchment area for the Academy**
Where a child lives at more than one address, the main address will be deemed to be that of the parent receiving the Child Benefit payment. The catchment area map is available to view on our website.
- **Children, on the basis of the closeness of their home's front door to the front gate of Bede Academy, measured by walking in the shortest possible line without entering private property.**
Walking distance must be along a safe walking public route, which does not include private short cuts or walk across open ground where there are no public rights of way. A safe walking route is defined as being paved/tarmacked and lit at regular intervals. For applications for years Reception to year 6 the walking distance will be calculated to the front gate of Bede Academy, Curlew Way. Bede Academy use software that is specialised for computer mapping of distance. This is called "Basemap" and takes the X and Y coordinates of the property address and calculates the distance to the front gate of Bede Academy, Curlew Way precisely.

In term Admissions 2024-2025 (Year 7 – Year 11)

Applications for in-year admissions are to be made directly to Northumberland County Council on the appropriate Common Application form. The Published Admissions Number is 224
If a space becomes available during the academic year children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the Academy will be admitted.

Places for in term entry into Year 7 to Year 11 will be allocated in the following order priority:

- **Looked After Children (in public care) and previously Looked After Children**
A looked after child, as defined by Section 22(1) of the Children Act 1989, 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 function for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:
 - xiii. Were adopted under Section 46 of the Adoption and Children Act 2002*
 - xiv. Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements orders replace residence orders, and any residence order in force prior to 22 April 2014, is deemed to be a child arrangement order, which settles the arrangements to be made as to the person with whom a child is to live;*
 - xv. Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s)*

- Children on whose behalf written evidence of exceptional medical or social need is presented, such as evidence being supplied by a professionally involved third party and must set out the particular reasons why the Academy is the most suitable school.**

Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school. Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another. The application must be supported by compelling written evidence from a suitable professional such as a doctor and/or hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of your original application. If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at the school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this Academy over any other.
- Children who have a sibling(s) who is in Year Reception to Year 11 at the time of admission.**

Siblings are recognised as brothers, sisters, half-brothers, half-sisters, step-brothers and step-sisters who reside permanently in the same household.
- Children who live in the published catchment area for the Academy**

Where a child lives at more than one address, the main address will be deemed to be that of the parent receiving the Child Benefit payment. The catchment area map is available to view on our website.
- Children, on the basis of the closeness of their home's front door to the front gate of Bede Academy, measured by walking in the shortest possible line without entering private property.**

Walking distance must be along a safe walking public route, which does not include private short cuts or walk across open ground where there are no public rights of way. A safe walking route is defined as being paved/tarmacked and lit at regular intervals. For applications for years 7 to 11 the walking distance will be calculated to the front gate of Bede Academy, Sixth Avenue. Bede Academy use software that is specialised for computer mapping of distance. This is called "Basemap" and takes the X and Y coordinates of the property address and calculates the distance to the front gate of Bede Academy, Sixth Avenue precisely.

Reception Year Deferred Entry and part-time admission (Children below compulsory school age)

Please refer to the guidance in the School Information Handbooks section of Northumberland County Council's website: (<https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1/Guide-to-School-Handbooks.aspx>)

All requests for deferred entry and part-time admission should be made in writing to the Principal.

Children educated outside their chronological age group

Parents can request that their child is admitted outside their normal age group. We ask parents to contact us in writing with as much supporting evidence as they wish why they are requesting

admission outside the normal age group for a child. We will consider this and reach a decision in the child's best interests. We will take into account

- the parent's views;
- the views of the Principal;
- information about the child's academic, social and emotional development submitted by the parent; information about the child's medical history and the views of a relevant medical professional submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- guidance from the Department for Education on the admission of summer-born children;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

We will advise parents who make a request that they should consider the implications of being taught out of the normal age group as any school the child later moves on to will not be obliged to continue to educate their child out of the 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 year group.

Tie Break

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.