MONKTON INFANTS SCHOOL



ACADEMY ADMISSIONS POLICY (2024 2025)

Agreed by Trustees:	Autumn 2022		
Signed Chair of Trustees:			
Signed Headteacher:			
Next Review:	Autumn 2023		

ACADEMY ADMISSIONS POLICY

Monkton Infants School (described as 'the Academy' in the remainder of this document) accepts the DfE Admissions Code (2021). This admissions policy is intended to cover all of the requirements set out in the code and will make the Academy fully compliant with the code.

South Tyneside Council is the admissions authority for the Academy.

Decisions concerning the admissions of pupils to the Academy and the attendant administrative procedures are the responsibility of the Academy Trust.

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Note 1: Looked After Child' is a child who is (a) in the care of a LA, or (b) being provided with accommodation by a LA in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

- a) An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.
- b) A 'child arrangement order' is an order made outlining arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.
- c) 'Special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A of the Children Act 1989).

Note 2: 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.

If it becomes necessary to decide between applicants within the same criterion, the distance tiebreaker described above will be used.

Where two or more applicants meet the same admission criteria and the measured distance between home and school is the same to 3 decimal places, the tie break will be random allocation and will be by the drawing of lots to determine the rank order for each child. In order to ensure fairness, the School Admissions Team will administer the random allocation system overseen by an independent adjudicator in accordance with the random allocation procedure.

LATE APPLICATIONS

In determining admissions, priority will be given by the Academy to those applications where the parental application form is received by the published deadline date.

If an application is received after the closing date it will be classed as Late unless exceptional circumstances exist. The Academy will consider the reasons and if they are exceptional consider the application along with those received on time. Examples of what may be considered as exceptional circumstances are a family who have just moved into the area (proof of ownership or tenancy agreement will be required).

If the reasons are not exceptional then the application will not be processed until after April. Applicants should be aware that this will reduce the chance of a pupil gaining a place at the preferred school.

WAITING LIST

If a child have been refused a place at the Academy, a parent will have the opportunity to place the child's name on a waiting list. Children are placed on the waiting list according to the oversubscription criteria (as set out later in this document) regardless of when the application was received and within each criterion the place is ordered by the shortest distance to the school measured as a straight line, from the Ordnance Survey parental home residence point (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the school receiving higher priority.

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All natural parents married or not

Any person who has got 'parental' responsibility (the Academy) will require documentary evidence)

Any person without being a natural parent or having 'parental responsibility' who has care of the pupil (The Academy will require documentary evidence)

Shared Parental Responsibility

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used when offering places.

Children of UK Service Personnel and Crown Servants

Where a child may have more than 1 address due to one or boths parents being UK Service Personnel / Crown Servants; the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used when offering places.

IN-YEAR TRANSFERS