

**REDCAR AND CLEVELAND ADMISSION POLICY FOR 2025/26;**  
**LOCAL AUTHORITY MAINTAINED SCHOOLS**

- 2.1 There are no changes proposed to the school admission policy for 2025/26.
- 2.2 Where there are more applications for a school than there are places available, it is proposed that places will be allocated using the over subscription criteria shown in the table below.

**OVER - SUBSCRIPTION CRITERIA – 2025/26**

<b>CRITERIA (In priority order)</b>	<b>EXPLANATORY NOTES</b>
i) Looked after children in local authority and previously looked after children.	Children who are looked after; or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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 (Section 22(1) of the Children's Act 1989). This category includes children who are in care / previously in care from other countries
ii) Children who are permanently resident in the admission zone defined for the school.	For the purposes of determining whether a child lives within the admission zone, only the address at which the parent / guardian ordinarily resides and with whom the child normally lives will be taken into account.  If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child (if eligible). If neither parent is eligible for child benefit, the address used will be that on the child's medical registration card (proof may be required). Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The local authority will take action should false information be submitted in order to secure a place at a particular school.
(iii) Children who have elder brothers or sisters attending the school in the 2025/26 school year.	Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2025/26 school year.  'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
(iv) Children who have exceptional social and/or	Social reasons generally do not include domestic circumstances such as parents' working commitments, childcare arrangements, or separation from friends.

<b>CRITERIA</b> <b>(In priority order)</b>	<b>EXPLANATORY NOTES</b>
medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the Authority's professional advisors.	<p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>You are strongly urged to provide independent third party information (e.g., from a professional person who knows or is involved with your child) in support of any exceptional long-term medical or social reason why you think your child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the <b>only</b> school which could meet your child's needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the local authority's professional advisors as to whether or not your application falls into this category.</p>
(v) Children living closest to the school	The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.

- 2.3 **Tie-Break:** If it is necessary to distinguish between children within categories (i)-(v), places will be offered using the criteria listed above in priority order and determined by criteria (v) - measurement on a straight line basis using the number and postcode of the house and the postcode of the school.
- 2.4 In the case of a tie break in category (v) the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.
- 2.5 **Late Applications:** Applications received after the closing date will be considered after applications that were received on time unless there was good reason for their lateness. An example of this would be a new family moving to the area after the closing date.
- 2.6 **Waiting List:** Any unsuccessful applicants will be automatically placed on a waiting list and ranked in order as per the oversubscription criteria. Waiting lists will be maintained until the end of the Autumn Term 2025.
- 2.7 **Pupils with Education Health and Care Plan / Statement of Special Educational Needs:** Pupils with either an Education Health and Care Plan or a Statement of Special Educational Needs will be placed in schools by the Special Educational Needs Team.
- 2.8 **Admission of a child outside their normal age 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, parents of a summer born child (born between 1<sup>st</sup> April and 31<sup>st</sup> August) may choose not to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group, you should make an application for the normal time of entry and then put a request in writing to the School Admissions Team asking to defer the entry date and giving your reasons for the request. The request will be considered in consultation with the school concerned and you will be notified of the outcome of your request. If the request is agreed, you should then submit a new application at the time applications are being taken for the new admission date. **Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at the school in that year.**

- 2.9 **Requests for mid-year transfer / in-year school admission:** Applications will be co-ordinated by the Redcar and Cleveland School Admissions Team on behalf of all schools within the Borough. Any requests for transfer should be made to the School Admissions Team on 01642 837740 / 837730.

### **3. CO-ORDINATED ADMISSION ARRANGEMENTS AND TIMETABLE – 2025/26**

- 3.1 The local authority is responsible for administering a co-ordinated scheme for its area in relation to all maintained (community, voluntary controlled, voluntary aided and foundation) schools and academies. The purpose of the co-ordinated admission scheme is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one school place on the same day.
- 3.2 The local authority plans to roll forward last year's co-ordinated scheme for 2025/26 apart from date changes for the timetables. A copy of the scheme must be forwarded to the Secretary of State by 15<sup>th</sup> March 2024. Copies can be obtained from the School Admissions Section on request. The draft scheme can also be viewed on the Redcar and Cleveland website at [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk).
- 3.3 The timetables for co-ordinated admission arrangements 2025/26 are set out in the tables on the following page:

#### **Secondary Schools**

W/C2 Sept 2024 6 Sept	<ul style="list-style-type: none"> <li>• Send out application information.</li> <li>• Online application website opens.</li> </ul>
31 October 2024	<ul style="list-style-type: none"> <li>• Closing date for receipt of online and paper applications.</li> </ul>
15 November 2024	<ul style="list-style-type: none"> <li>• Send supplementary forms to VA schools and preference details to foundation schools and academies.</li> <li>• Send application details for schools in other LAs to those LAs.</li> </ul>
16 January 2025	<ul style="list-style-type: none"> <li>• VA schools, foundation schools and academies to advise LA of pupils who could be offered places.</li> </ul>
W/C 27 January 2025	<ul style="list-style-type: none"> <li>• LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible.</li> <li>• LA to inform other LAs of places to be offered to their residents.</li> </ul>
1 March 2025	<p style="text-align: center;"><b>NATIONAL OFFER DAY</b></p> <ul style="list-style-type: none"> <li>• LA sends letters to all parents informing them of the allocated schools.</li> <li>• LA informs schools of final offers.</li> </ul>
May – July 2025	<ul style="list-style-type: none"> <li>• Appeals to be heard by Independent Panels.</li> </ul>
End of Autumn Term 2025	<ul style="list-style-type: none"> <li>• Admission round ends.</li> <li>• Waiting lists close.</li> </ul>

### Primary Schools

W/C 11 November 2024 18 November 2024	<ul style="list-style-type: none"> <li>• Send out application information.</li> <li>• Online application website opens.</li> </ul>
15 January 2025	<ul style="list-style-type: none"> <li>• Closing date for receipt of online and paper applications.</li> </ul>
7 February 2025	<ul style="list-style-type: none"> <li>• Send supplementary forms to VA schools and preference details to foundation schools and academies.</li> </ul>
By 29 February 2025	<ul style="list-style-type: none"> <li>• VA schools, foundation schools and academies to advise the LA of pupils who could be offered places.</li> <li>• LA draws up lists of pupils who could be offered places in community and voluntary controlled schools.</li> </ul>
By 14 March 2025	<ul style="list-style-type: none"> <li>• LA to exchange offer information with neighbouring LAs.</li> </ul>

By 1 April 2025	<ul style="list-style-type: none"> <li>The LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible</li> </ul>
16 April 2025	<ul style="list-style-type: none"> <li>The LA to send letters to all parents informing them of their allocated schools.</li> <li>LA to inform schools of allocated pupils.</li> </ul>
June/July 2025	<ul style="list-style-type: none"> <li>Appeals to be heard by Independent Panels</li> </ul>
End of Autumn Term 2025	<ul style="list-style-type: none"> <li>Admission round ends</li> <li>Waiting lists close</li> </ul>

#### 4. **ADMISSION NUMBERS**

The table below shows the proposed published admission numbers for community and voluntary controlled schools for which Redcar & Cleveland Local Authority is the Admissions Authority for September 2025 entry. Admission numbers are set with regard to the assessed capacity of schools. However, these numbers may vary dependent upon future plans and developments which impact on the physical capacity of the schools. The indicated admission numbers shown are based on the assessed net capacity of schools at the present time.

<b>Primary Schools</b>	<b>Proposed Admission No. for 2025/26</b>
Hummersea	30
Newcomen	47

#### 5. **CONCLUSION**

- 5.1 The Admissions Code underpins the Government's aim to create a school system shaped by parents which delivers excellence and equity, developing the talents and potential of every child, regardless of their background; a system where all parents feel they have the same opportunities to apply for the school they want.
- 5.2 The Code states: 'A fair system needs to provide parents with access to good information about admissions in order to support those parents who find it hardest to understand the system.'
- 5.3 Within Redcar & Cleveland we aim to ensure that the admission arrangements comply with the School Admissions Code of Practice and offer fair access to all schools to all pupils in the Borough.

#### 6. **RECOMMENDATIONS**

6.1 Governing boards and other consultees are invited to comment on the following points:

- (i) The proposed admission policy for community and voluntary controlled schools for 2025/26.
- (ii) The proposed admission numbers for community and voluntary controlled schools for 2025/26.
- (iii) The proposed scheme for co-ordinated admissions for all primary and secondary schools and academies for 2025/26.

6.2 Any comments about the above items should be forwarded to Chris Sawdon, in the School Admissions Team at Redcar & Cleveland Borough Council, Education Services, Inspire 2 Learn, c/o Redcar and Cleveland House, Kirkleatham Street, Redcar, TS10 1RT or via email [schools\\_admissions@redcar-cleveland.gov.uk](mailto:schools_admissions@redcar-cleveland.gov.uk) by **15 January 2023**.