

SEPTEMBER 2026

This policy sets out the admissions arrangements for Reception (Foundation Stage) entry in September 2026 and Casual In-Year admissions. In all admission cases the oversubscription criteria described in this policy will be applied.

Admissions to the Reception Year

Chandlers Ridge Academy has an agreed Published Admission Number (PAN) of 50 children for entry into the Reception year. The Academy will accordingly admit 50 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 50 or fewer apply. Subject to the criteria set out below, children will be admitted in the September following their fourth birthday.

Places will be allocated by the Local Governing Body on the basis of applications received through Middlesbrough Council's Primary School Admissions criteria. This allows parents*/guardians to apply for entry to any Middlesbrough primary school by means of the Middlesbrough Council Primary School Admissions Preference form available from Middlesbrough council and on-line via the Middlesbrough Council website www.middlesbrough.gov.uk/schools. Full information is provided on their published booklet 'Primary and Secondary Guide for Parents' which is available from their website address as shown above.

"In-Year" Admissions

In-year admissions are dealt with by Middlesbrough Admissions. Details can be found at <https://www.middlesbrough.gov.uk/schools-and-education/school-admissions>.

Primary Schools

Middlesbrough has a single admission date, with all reception pupils admitted full-time in September 2026. All children requiring a reception place at a school must apply for a place even if the child attends the school's nursery. Parents can defer the date their child is admitted to school until later in the academic year or until the child reaches compulsory school age*, but not beyond the beginning of the final term of the academic year. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

*A child reaches compulsory school age on the prescribed day following their fifth birthday (or on the fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

In November 2025 notices will be displayed in public places such as libraries inviting parents/guardians who attend private nurseries or do not attend any nursery, to register with the LA in order to receive a primary application pack. Mid November 2025, parents/guardians will be provided with an application pack and invited to express up to three preferences for primary schools, including academies, voluntary aided schools, foundation schools and schools maintained by other Local Authorities. Parents/guardians will be requested to make their applications by a closing date of 15 January 2026. Every effort will be made by the LA to ensure that applications are received by the closing date, however the responsibility for applying remains with the parent/guardian.

All applications will be processed in accordance with Middlesbrough's Co-ordinated Admission Scheme and all preferences are considered equally. Correspondence to parents/guardians informing of their child's allocated school place will be released on 16 April 2026 (or the next working day where 16 April falls on a weekend or bank holiday).

Oversubscription Criteria

Where more parents/guardians have expressed a preference for a particular school than the admission number, the LA must apply its oversubscription criteria in deciding which parents/guardians preferences can be met. After the admission of pupils with an Education, Health and Care Plan where a particular school is named in the Plan, the remaining places will be awarded in the following priority order:

1. 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 order¹ 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.
2. Pupils 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 Child's Home Address section).
3. Pupils who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/guardian's partner living at the same address attending the school in the September of admission. See Note 2.
4. Pupils 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/guardians working commitments or childcare arrangements. Exceptional circumstances such as parents/guardians 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/guardian'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.
5. Pupils who reside closest to the school as determined by a straight-line distance measurement; from the address point for the child's home to the identified main school gate, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious

organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

When distinguishing between pupils within the same criteria the pupil with the highest second criteria will be admitted i.e. a pupil 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 pupil who lives in the admission zone but does not have a brother or sister attending the school.

Should it not be possible to separate two or more applications, for example two applicants who live at an equal distance from the school, the Local Authority's computerised system will use random selection.

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: For consideration under the sibling criteria, the sibling must still attend the school at the time when the child for whom the place is sought joins the school. This criterion only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school.

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 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.

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home LA. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

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 the last place available and you have applied to the same school for the other child(ren).

Late Applications

The LA will accept applications which are received late only when there is evidence of an exceptional circumstance which prevented submission by the stated deadline and only if the primary application is received before the date the allocation procedures begin. These will then be treated in the same way as all other applications. Examples of an exceptional circumstance may include when a single parent/guardian has been ill for some time, or a family has just moved into the area or returned from abroad (proof of ownership or tenancy of a property within Middlesbrough as a main property will be required in these cases). Other circumstances will be considered and each case decided on its own merits. Parents/guardians must, however, provide clear evidence for the LA to consider as to why they could not submit an application during the preference period. The determination of the LA will be final. In the event of a late application not being accepted or receipt is after the date the allocation procedures begins, and the school(s) requested are oversubscribed, then places will be offered at the school nearest to the home address with places available.

In the event that an application is received after the allocation process begins, the admission authorities will be unable to accept the application irrespective of exceptional circumstances. Such an application will be considered after all allocations of places where a parent has expressed a preference.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available in the preferred school. If the preferred school, including the admission zone school, is full, a place will be offered at the school closest to the home address with places available.

Right of Appeal

Parents/guardians whose child has been refused a school place, for which they have applied, will be offered the right to appeal against the Admission Authority's decision.

Further Information:

Re-allocation of Places which become available before Appeal Hearings

Where places become available prior to an appeal hearing, they will be re-allocated from the waiting list in accordance with the oversubscription criteria.

Waiting Lists

Waiting lists will be maintained for those unsuccessful at gaining a place at their preferred school for admission to Reception Year (primary) and Year 7 (secondary). The waiting lists will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. The waiting lists will be held open until 31 December 2026, after which time they will close.

Admission of Children below Compulsory School Age and Deferred Entry

Children are entitled to a full-time school place in the September following their fourth birthday. Parents/guardians can defer the date their child is admitted to school until later in the academic year or until the child reaches compulsory school age*, but not beyond the beginning of the final term of the academic year. Parents/guardians can also request that their child takes up the place part-time until the child reaches compulsory school age. This arrangement would be made with individual primary schools after the LA has

allocated a place by the normal admissions round.

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents/guardians may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent/guardian should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Before deciding to delay a child's entry to school, we would recommend that parents visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through school. They may also be able to allay any concerns parents/guardian may have about their child's readiness for school.

*A child reaches compulsory school age on the prescribed day following their fifth birthday (or on the fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Admission of Children outside their Normal Age Group

In exceptional circumstances parents/guardians may seek a place for their child outside 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/guardians of a summer born child (i.e. a child born from 1 April to 31 August) may prefer not to send their child to school until the September following their fifth birthday and request that they are admitted out of their normal age group i.e. to reception rather than year 1.

If a parent/guardian wishes their child to be admitted outside their normal age group then this must be made clear on their application to the LA for a school place. Relevant information must be submitted with the application such as information about the child's academic, social and emotional development, this should include third party evidence such as medical history and the views of a medical professional and/or information from previous educational establishments or any other information the parent/guardian think is relevant.

The application will be considered by the LA and /or the admissions authority of the school/schools to which the application is made. (Please note that the LA can only make decisions for Community schools, any school which is an Own Admission Authority School such as Foundation Schools, Academies and Voluntary Aided schools will be responsible for their own decisions.) A decision will be made as to whether the child can be admitted to that school outside the normal age group. If the school refuses to admit the child outside the normal age group relevant reasons will be provided. Parents/guardians 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.

Parents/guardians of summer born children must apply for a reception place for their child at the usual time, but must make clear on the application that they wish to admit their child outside of the normal age group, i.e. a year later, providing evidence as detailed above. The request must be made by the primary applications closing date (15 January 2026), any requests received after this date will not be considered during the main allocation process. If the request is refused, parents/guardians must decide whether to accept the offer of a place for the

normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday. If the request is agreed by the preferred school/schools then the application for reception will be withdrawn before a place is offered. The parent/guardian must then make a new application (to the school/schools that agreed to the request) as part of the main admissions round the following year, the application will be processed as normal and places will be allocated at schools according to the schools' oversubscription criteria.

Parents/guardians of summer born children who delayed their children's start for one year and remain one year behind, must also follow the process as above, ie they must apply for a Year 7 secondary school place when their child is in Year 5 as part of the main admissions round and again ask that their preferred school/schools agree to consider an application for Year 7 in the following year when the child will be in Year 6. All applications must be made within the main admissions round timetable and places will be allocated according to the schools' oversubscription criteria.

Parents/guardians should be aware that schools and admission authorities cannot be required to honour a decision made by another school or authority on admission out of the normal age group, if a place is not available at the school(s) that have agreed to the request, other schools may insist the child is admitted to the correct year group. This may also apply to children moving later in their school life from primary school to secondary school, if the child is due to move into Year 7 (the first year of secondary school), the secondary school may insist the child be admitted to the correct year group according to their date of birth.

If you would like to discuss this further, please contact the School Admissions Team or the Head Teacher of the schools you may be interested in applying for.

Child's Home Address

A child's home address, for the purpose of School Admissions, is considered to be the parent's or legal guardian's permanent address. If parents/guardians 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/guardian receiving the Child Benefit lives.

Proof of address may be required (see below for details of evidence which may be requested). Parents/guardians must not give the address of child minders, grandparents or other family members or friends who may share in the care of the child.

If parents/guardians move house during the application and/or allocation process, parents/guardians must inform the School Admissions section immediately as this could have an effect on which school the child is allocated. Parents/guardians must inform the Admissions Team in writing. It is not sufficient to amend an address on an online application. Proof of address move will be required; at least two pieces of evidence must be submitted such as Child Benefit Letter, Child Tax Credit letter, Council Tax bill, tenancy agreement, solicitor's letter confirming house sale, bank and credit card statements. We will verify the address used on the application using council records and systems, education settings and other resources available to us. This is to confirm that the address given in the application can reasonably be considered as the child's permanent home address for admissions purposes.

Due to the coordinated admissions processes, the address used for allocation process will be the address at the time the allocation process begins (please note places can be finalised several weeks before offer letters/emails are released to parents/guardians, therefore if you are moving house around this time, please contact the Admissions team for guidance or refer to the 'Primary and Secondary Education in Middlesbrough – A Guide for Parents 2026 – 2027'. It is the responsibility of the parent/guardian to ensure that the School Admissions Team are provided with the correct address and/or any address change details with any relevant evidence. The LA will not consider temporary addresses as being the parental address. This means that if, for example, you live temporarily with other family members or move to temporary accommodation for any reason, the parental address will remain at the address at which you were living before the temporary move took place.

False and Misleading Information

The LA reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Timetable

14 November 2025	Send out application information. Online application website opens.
15 January 2026	Closing date for receipt of online and paper applications. (Closing date for applications to defer entry to Reception for one year).
30 January 2026	Send application details to own admission authority schools and to other LAs as applicable.
2 March 2026	Due to the coordinated admissions processes, this is the latest date for parents/guardians to notify the LA of a new address for it be considered as part of the main allocation process.
2 March 2026	Own admission authority schools to provide the LA with ranked list of applicants.
March 2026	LA to exchange offer information with neighbouring LAs.
By 27 March 2026	The LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible.
16 April 2026 (or next working day where 16 April falls on a weekend of bank holiday)	NATIONAL OFFER DAY <ul style="list-style-type: none"> LA sends letters to parents/guardians informing them of the school allocated. Online applicants, who requested an email when submitting their application, will automatically be issued an email. All online applicants can view the outcome of their application via the website. LA to inform schools of allocated pupils.
18 May 2026	Closing date for appeals.
June/July 2026	Appeals to be heard by Independent Panels.
Until at least 31 December 2026	Waiting lists are held by each admission authority.

Appeals (In accordance with the School Appeals Code)

Unsuccessful applications will be given the right of appeal.

- Appellants will be given a deadline of 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.
- Appellants will receive 10 school days' notice of their appeal hearing
- Appeal hearings will have reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties.
- Decision letters are sent within five school days of the hearing wherever possible.

For applications made in the normal admissions round, ie for Reception and Year 7 as timetabled above, appeals must be heard within 40 school days of the deadline for lodging appeals.

For 'late applications' for the normal admissions round, ie a determination letter is sent out after the National Offer dates, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.

For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.

Any appeals submitted after the appropriate deadline must still be heard, appeals should be heard within 30 school days.