

CHANDLERS RIDGE  
ACADEMY

## **SPARK EDUCATION TRUST SCHOOL ADMISSIONS POLICY**

### **ADOPTED IN LINE WITH MIDDLESBROUGH BOROUGH COUNCIL FOR ENTRY IN SEPTEMBER 2027**

Chandlers Ridge Academy, part of Spark Education Trust is the admission authority. This policy sets out the admissions arrangements for Reception entry at Chandlers Ridge Academy in September 2027. The Trust has formally adopted Middlesbrough Borough Council's Primary School Admissions criteria and coordinated scheme for the allocation of places. No changes have been made to the Local Authority's published arrangements.

This policy sets out the admissions arrangements for Reception (Foundation Stage) entry in September 2027 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 Governance Committee 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](http://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**

Chandlers Ridge Academy part of Spark Education Trust is the admission authority. For in-year admissions, Chandlers Ridge Academy follows Middlesbrough Council's coordinated process, but the Academy makes the final decision on all applications for places at the school.

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 2027. 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 2026 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 2026, 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 2027. 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 2027 (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 order<sup>1</sup> 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**

Applications are processed via Middlesbrough Council on behalf of Spark Education Trust. 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 2027, after which time they will close.

**Admission of Children below Compulsory School Age and Deferred Entry****Deferred Entry (Reception)**

Children are entitled to a full-time Reception place in the September following their fourth birthday. Parents/guardians can choose to defer their child's start until later in the school year or until the child reaches compulsory school age, but not beyond the start of the final term of that academic year or start part-time until the child reaches compulsory school age.

Parents/guardians should inform the school in writing if they wish to defer entry or take up a part-time place once an offer is made.

**Admission of Children outside their Normal Age Group**

Parents/guardians may request that their child be admitted to a year group different from their normal age group. This can include summer-born children (born 1 April – 31 August) who may wish to start Reception a year later, and children with exceptional needs, such as gifted and talented pupils or children who have experienced illness or other challenges.

Requests must be made at the time of application to the Local Authority and include supporting evidence such as academic, social, or emotional development information, reports from medical professionals or previous educational settings.

The Academy will consider each request individually. If a request is refused, clear reasons will be provided, and parents/guardians can appeal.

Even if a child delays entry, an application for a school place must still be submitted by the normal closing date. A decision by one school or authority does not guarantee other schools will accept the child in a different year group.

### Child's Home Address

For school admissions a child's home address is considered to be the permanent address of the parent or legal guardian. If parents do not live together and the child spends time with each parent, the home address will be the one where the parent receiving Child Benefit lives. Parents must not use the address of childminders, grandparents, other relatives, or friends.

If you move house during the application or allocation process, you must inform the School Admissions Team in writing immediately. Simply updating your online application is not enough.

Proof of your new address will be required, such as at least two of the following:

- Child Benefit letter
- Child Tax Credit letter
- Council Tax bill
- Tenancy agreement
- Solicitor's letter confirming house sale
- Bank or credit card statements

The Local Authority will verify addresses using council records, education settings, and other available resources to confirm the address is genuinely permanent. Because admissions are coordinated, the address used for allocation will be the one on record when the allocation process begins, which may be several weeks before offer letters are sent. If you are moving around this time, contact the Admissions Team for guidance or refer to the *Primary and Secondary Education in Middlesbrough – A Guide for Parents 2027-2028*.

Temporary addresses (e.g. staying with relatives or in temporary accommodation) will not be accepted. Your child's permanent address will remain the one where you were living before the temporary move.

### 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

13 November 2026	Send out application information. Online application website opens.
15 January 2027	Closing date for receipt of online and paper applications. (Closing date for applications to defer entry to Reception for one year).
29 January 2027	Send application details to own admission authority schools and to other LAs as applicable.
1 March 2027	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.
1 March 2027	Own admission authority schools to provide the LA with ranked list of applicants.
March 2027	LA to exchange offer information with neighbouring LAs.
By 26 March 2027	The LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible.
16 April 2027 (or next working day where 16 April falls on a weekend of bank holiday)	<b>NATIONAL OFFER DAY</b> <ul style="list-style-type: none"> <li>LA sends letters to parents/guardians informing them of the school allocated.</li> <li>Online applicants, who requested an email when submitting their application, will automatically be issued an email.</li> <li>All online applicants can view the outcome of their application via the website.</li> <li>LA to inform schools of allocated pupils.</li> </ul>
17 May 2027	Closing date for appeals.
June/July 2027	Appeals to be heard by Independent Panels.
Until at least 31 December 2027	Waiting lists are held by each admission authority.

## Appeals (In accordance with the School Appeals Code)

Appeals for Chandlers Ridge Academy are managed by an Independent Appeals Panel as required under the School Admissions Appeals Code. The LA provides administrative support for coordination.

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.