

SALTBURN PRIMARY  
SCHOOL

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

### **ADOPTED IN LINE WITH REDCAR AND CLEVELAND BOROUGH COUNCIL FOR ENTRY IN SEPTEMBER 2027**

#### **Introduction**

Saltburn Primary School, part of Spark Education Trust is the admission authority. This policy sets out the admissions arrangements for entry at Saltburn Primary School in September 2027. The Trust has formally adopted Redcar & Cleveland 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.

All governing bodies are required by Section 37 of the Children and Families Act 2014 to admit to the school a child with an Education, Health and Care (EHC) Plan that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final Education, Health and Care Plan has been issued.

Where there are more applications for a school than there are places available, places will be allocated in order using the oversubscription criteria in this policy.

**OVER - SUBSCRIPTION CRITERIA - 2027/28**

<b>CRITERIA</b>  <b>(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. Parents/guardians may be asked to provide proof of address, such as a Child Benefit letter, utility bill, council tax bill, tenancy agreement, or bank statement. Temporary addresses or the addresses of

	<p>relatives, friends, or childminders will not be accepted.</p>
<p>iii) Children who have elder brothers or sisters attending the school in the 2027/28 school year.</p>	<p>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 2027/28 school year.</p> <p>'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.</p>
<p>(iv) Children who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the Authority's professional advisors.</p>	<p>Social reasons generally do not include domestic circumstances such as parents' working commitments, childcare arrangements, or separation from friends.</p> <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>

	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.
(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.

### 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.

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.

### 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.

### 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 2027.

### 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.

### 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 contact the School Admissions Team who will provide advice and guidance on how to make a request for a deferred entry and more details on the process and timescales. The requests will then 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.**

### 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 via email at [schools\\_admissions@redcar-cleveland.gov.uk](mailto:schools_admissions@redcar-cleveland.gov.uk) or telephone on 01642 837740.

### APPLICATION PROCEDURE AND TIMETABLE FOR ADMISSIONS

15 November 2026	<ul style="list-style-type: none"> <li>• Send out application information.</li> <li>• Application window opens.</li> </ul>
15 January 2027	<ul style="list-style-type: none"> <li>• Closing date for receipt of online and paper applications.</li> </ul>
16 April 2027	<ul style="list-style-type: none"> <li>• The Local Authority will send letters to all Parents informing them of their allocated schools.</li> </ul>
June/July 2027	<ul style="list-style-type: none"> <li>• Appeals to be heard by Independent Panels.</li> </ul>
End of Autumn Term 2027	<ul style="list-style-type: none"> <li>• Admission round ends.</li> <li>• Waiting lists close.</li> </ul>