



Admissions Policy 2025-2026

Date Passed to Governors:	December 2020
Approved / Adopted by Governing Body:	December 2020
Date Policy Reviewed:	November 2023
Date of Next Review:	November 2024

Admissions Policy for 2025-26

The Admissions Policy Criteria will be applied on an equal preference basis and works in association with the Coordinated Scheme for Darlington Authority. The Governing Body intends to admit up to 180 pupils annually into Year 7. This number will apply to Year 7 and to every other year group in the school. The school's capacity cannot exceed 200 pupils; therefore, this information is shared with the Independent Appeals Panel.

How to Apply for a Place

The school will admit up to 180 pupils who are moving from primary to secondary school. Applications for places will be made in accordance with the LA's coordinated admission arrangements and must be made on the application form (Form A) in the back of the Local Authority's 'Guide for Parents' or by applying online on the Council's website.

Admissions Policy

The Governing Body of Longfield Academy is the Admissions Authority for this school.

After the admission of children with an Education, Health and Care Plan where Longfield Academy is named on the plan, and where the number of applicants is greater than the published admission number, applications will be considered against the criteria set out below in the following order:

(i) Looked After & Previously Looked After & Internationally Adopted Previously Looked After Children

- A 'looked after' child is a child who is in the care of a Local Authority or being provided with accommodation by a local authority at the time of making an application. See the full definitions in section 22(1) of the Children Act 1989.
- Children who were adopted under Section 46 of the Adoption and Children's Act 2002
- Child Arrangement Order as defined in section 8 of the Children Act 1989
- Special Guardianship Order as defined in section 14A of the Children Act 1989

(ii) State Care Outside of England

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.

(iii) Medical Reasons

Children with very exceptional medical factors directly related to school placement. Applications under this criterion must be supported by written evidence from a professional practitioner. (*see definition*).

(iv) Transport Links

Children for whom Longfield is the nearest appropriate school and the route is unsafe (not lit and paved at regular intervals and/or the road along the route although safe has the national speed limit for a single carriageway) or is the nearest appropriate school and is over 3 miles (measured by the shortest walking route where applicable).

(v) Family Links

Children who have a brother or sister already attending Longfield Academy and who are expected to be on roll at the time of admission (*see definition*).

(vi) Distance

Children who live nearest Longfield Academy measured from the front door of the home address (including flats) to the main school gate, by the shortest walking route judged to be safe (lighting at regular intervals and paved / tarmacked). This will be based on the child's permanent home address. (To remain consistent the LA uses a Geographical Information System to measure all distances).

Measurements

For applications which require a measurement to be undertaken in order to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority on behalf of the Academy will measure the distance using a Geographical Information System (GIS). This ensures consistency for all measurements.

Tie-Break

In the event of a tie-break in any oversubscription criteria, distance will be the deciding factor, using a GIS and may involve an officer walking the route using a pedometer.

Multiple Births

Where a single place remains and the next child to be offered is a twin or other multiple births, then the school will use its discretion in deciding whether to offer over the PAN.

Medical Criterion – Definition

Children with exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner.

If you state a preference for Longfield Academy and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why the school in question is the most suitable school and the difficulties it would cause if your child had to travel to another school. Permission from the parent / carer must be given in order to share this information.

Family Links – Definition

Children have a family link if:

- They are half or full brother or sister
- They are adoptive brother or sister
- They are a foster brother or sister
- Their carers are married/co-habiting and children live together in the same household
- They are children in the same household (e.g. carers have Special Guardianship/Child Arrangement order)

Home Address

The home address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address of the child at the time of application, where they mainly reside Monday to Friday. You must not give the address of childminders or other family members who may share in the care of your child. For parents / carers who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside. If the main address has changed temporarily, for example where a parent / carer resides with extended family during a period of sickness or takes up temporary accommodation due to building works / renovation, then the home address remains that at which the parent / carer was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided. Where there are shared care arrangements, the home address will be where the child lives for the majority of the week Monday to Friday or where a court has determined their home address should be.

Waiting Lists

If your child has been refused admission, a waiting list will be held by the Local Authority. Priority will be given according to the oversubscription criteria stated for this school based on the information provided at the time of application. The waiting list will be open until the end of the autumn term.

Late Applications

Late applications will be administered in accordance with the home local authority coordinated admissions scheme.

In-Year Applications

An application can be made for a place for a child at any time outside of the normal admissions round and the child will be admitted where there are available places and/or in conjunction with the Local Authority Fair Access Protocol. Applications should be made by contacting the Local Authority School Admissions Team on 01325 406333.

Where there are places available but there are more applications than places, the published oversubscription criteria, as set out in this policy, will be applied. If there are no places available, a parent / carer has a right to appeal.

Right of Appeal

Where a parent / carer has been notified that a place is not available for a child, every effort will be made by the Local Authority to help the parent / carer find a place in a suitable alternative school. Parents / carers who are refused a place have a statutory right of appeal.

Further details of the appeals process are available by contacting the Academy Administration Manager, Mrs P Rutter.

False Information

The governing body reserves the right to withdraw the offer of a school place, or where a child is already attending the school, the place itself in the first term of attending where it is satisfied that the offer or place was obtained fraudulently.

Admission of Children outside their Normal Age Group

Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account the parent / carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group and whether they may naturally fall into a lower age group if it were not for being born prematurely, they must also take into account the views of the Head Teacher of the school concerned. When informing a parent / carer of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

If a parent / carer seeks a place in a year group other than the year that their child would 'normally' be in (outside of their chronological age), they need to put their request in writing with a clear explanation of why they are making their request, for example their child is gifted and talented, they have missed a significant part of their education due to a medical problem.

If a parent / carer seeks a place for their child to start Year 7 when they are a year outside of their chronological age and it is within the coordinated timeframe for applying (beginning of September to 31st October), then this will be considered as part of the normal admissions round.

Any application will be forwarded to the Head of School at Longfield Academy and will be considered by the Admissions Sub-Committee.

Once a decision has been made, the Admission Authority will write to the parent / carer informing them of the decision and setting out reasons for such. If the parent / carer does not agree with the decision, they have a statutory right to appeal against the refusal of a place at the school. This does not apply if they are offered a place at the school, but it is not in their preferred age group. In this instance parents must complete an In-Year Application Form.