



Acklam Whin Primary School

Admissions Policy 2025-2026

Policy Updated: June 2025
Approved by Governors: June 2025
To be reviewed: June 2026

ADMISSION ARRANGEMENTS FOR SCHOOL YEAR 2025/26

The dates for applying and allocating school places are detailed in Middlesbrough Council's Admission Scheme which has a timetable that all schools will adhere to. Please see Middlesbrough Council's website.

<https://www.middlesbrough.gov.uk/schools-and-education/school-admissions/primary-school-admissions-reception-intake>

Admission Numbers

Acklam Whin Primary School has an agreed Published Admission Number (PAN) of 60 for entry into Reception. The school will accordingly admit at least 60 pupils in the relevant age group each year if sufficient applications are received. All applications will be admitted if 60 or fewer apply. The admission number will remain the same for the relevant year group throughout the progression of the year group through the school.

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or an Education, Health and Care Plan where the school is named in the Statement or Plan, the over-subscription criteria for the school / academy will be applied as follows;

- I. 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 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
- II. 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)
- III. Pupils who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/carer's partner living at the same address attending the school in the September of admission.

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- IV. 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 working commitments or childcare arrangements. Only exceptional circumstances such as parents 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 GP or other relevant professional such as a social worker must be submitted with the application) The supporting letter should detail why the school is the only one that can accommodate the child. See Note 2
- V. Pupils who reside closest to a particular school, measured in a straight line. The measure will be taken from the front door of the pupils' home to the main entrance of the school.

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.

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. 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 council's 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.

N.B. Attendance at a school nursery does not guarantee a place in the reception class of that 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 the other child/children has applied to this school.

Late Applications

Whilst every effort will be made to ensure parental applications are received by the published closing date, applications received after the closing date for oversubscribed schools will only be considered if there is evidence of a good reason for the lateness. Examples of good reasons may include when a single parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available.

Appeals

Requests will be considered by the school, if a place is available it will be offered to the applicant. If there is no place available then parents will be offered the right of appeal.

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Child's Home Address

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

Proof of address may be required (see below for details of evidence which may be requested).

Parents 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 move house during the application and allocation process, parents must inform the School Admissions section immediately as this could have an effect on which school the child is allocated. Proof of address move will be required; 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. The child's address used in the allocation process will be the address at the time of the place allocations (places will be finalised several weeks before offer letters are due to be issued to parents, if you are moving house around this time, please contact the Admissions team for guidance). It is the responsibility of the parent to ensure that the School Admissions Team are provided with the correct address and / or any address change details with any relevant evidence.

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The LA/school will not consider temporary addresses as being the parental address. This means that if, for example, you live in 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.

In Year School Admissions

Parents wishing to transfer their children to this school to Reception mid-year or to any other year group at any time should apply via the Local Authority Admissions Team who co-ordinate all in-year transfers.

Admissions team: 01642 245432

Website: www.middlesbrough.gov.uk/schooladmissions

Requests will be considered by the school, if a place is available it will be offered to the applicant. If there is no place available then parents will be offered the right of appeal.