



Proud • Unique • Ambitious

# Admissions Policy

## September 2026

Approved by: Admissions Sub-Committee

Date: 08/03/24

Last reviewed on: 08/03/24

Next review due by: N/A

The Academy Trust intends to admit up to sixty pupils to the reception year group in September 2026.

Ridgeway Primary Academy, accepts the Admissions Code published on 19 December 2014 by the DfE. This admissions policy is intended to cover all of the requirements set out in the code and will make Ridgeway Primary Academy fully compliant with the code.

1. Decisions concerning the admissions of pupils to Academies and the attendant administrative procedures are the responsibility of the Academy Trust.
2. The Academy will consult with the Local Authority (LA) on an annual basis concerning admissions arrangements.
3. The general admission arrangements of the LA for all Academies will be set out in the booklet 'Information for Parents Academy Education' and is available at the South Tyneside council website [www.southtyneside.info](http://www.southtyneside.info).
4. The Academy will admit pupils in accordance with the Local Authority's coordinated admissions scheme
5. The Academy will normally admit pupils who have named Ridgeway Primary Academy (described as 'the Academy' in the remainder of this document), in the following order of priority:

The Academy operates an equal preference system which means that all first, second and third preference applications are considered equally against the following criteria.

- (a) A 'Looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order, including internationally adopted previously looked after children (IAPLAC) (See Note 1 below).
- (b) Concurrent sibling link (an older brother or sister attending the Academy at the same time and residing at the same address, to include adoptive siblings, half siblings, step siblings and long term fostered children).
- (c) Shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the Academy main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the Academy receiving higher priority.

If it becomes necessary to decide between applicants within the same criterion, the distance tiebreaker described above will be used.

## Notes

1. 'Looked After Child' is a child who is (a) in the care of a LA, or (b) being provided with accommodation by a LA 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 Academy.

The definition of previously looked after children includes children 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, known as internationally adopted previously looked after children (IAPLAC). This also includes children who were previously looked after in Wales, Scotland and Northern Ireland. 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.

2. An 'adoption order' is an order made under Section 46 of the Adoption and Children Act 2002.
3. A 'child arrangement order' is an order made outlining arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.
4. A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A of the Children Act 1989).

The Academy must give priority to pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan, where that plan or statement names the Academy as the preferred Academy.

## **Late Applications**

In determining admissions, priority would be given to those applications where the parental application form is received by the published deadline date.

If you return your application after the closing date your application will be classed as Late unless exceptional circumstances exist. The Academy will consider your reasons and if they are exceptional consider your application along with those received on time (if received by **26 February 2026**). Examples of what may be considered as exceptional circumstances are a family who have just moved into the area (proof of ownership or tenancy agreement will be required). If your reasons are not exceptional then your application will not be processed until after **16 April 2026**. You should be aware that this will reduce your chance of gaining a place at the school/academy you want.

## **Waiting list**

If you have been refused a place at the Academy, you will have the opportunity to place your child's name on a waiting list. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received and within each criterion their place is ordered by shortest distance to the

Academy measured a straight line, from the Ordnance Survey parental home residence point (including flats) to the Academy main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the Academy receiving higher priority.

If pupil numbers fall below the published admission number the place will be offered to the child at the top of the waiting list. This means a child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria. Waiting lists for the Academy will be kept open until the end of the Autumn Term 2026.

### **Explanation of Oversubscription Criteria**

#### **A 'Looked After Child'**

We give a 'Looked after Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order priority in our oversubscription criteria. This means that when a place becomes available in the Academy year it can be offered to these children to ensure that they are quickly placed in an appropriate Academy. This is necessary as it is recognised that such children are a disadvantaged group who, because of frequent changes of Academy following their care placements, may have lower than average levels of attainment. It is also a statutory requirement that Admission Authorities give top priority to these children in their oversubscription criteria.

#### **Parental Home Residence**

A pupil's home address is considered to be a residential property that is the child's only or main residence, and is either:

- Owned by the child's parent(s) or the person with parental responsibility for the child; or
- Leased to or rented by the child's parent(s) or the person with parental responsibility under a lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

The addresses of child minders, relatives or friends who may help you look after the child may not be used on the application for a place at the Academy. The Academy reserves the right to seek proof of address and withdraw the offer of a place should the application be intentionally misleading or fraudulent. Where a place is withdrawn, your application will be considered afresh and the right to appeal offered if a place is refused.

## Parental Responsibility

Who is a 'parent' in relation to education legislation? Section 576 of the Education Act 1996 defines the term 'parent' as:

- All natural parents married or not
- Any person who has got 'parental' responsibility (we will require documentary evidence)
- Any person without being a natural parent or having 'parental responsibility' who has care of the pupil (we will require documentary evidence)

## Shared Parental Responsibility

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used when offering places.

## Right of Appeal

Parents who are refused a place for their child at our Academy have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the Academy address.