

Hylton Castle Primary School



ADMISSIONS POLICY

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Link governor: Caroline Comer

Last reviewed by Governors: March 2026

Date of next review: March 2027 or sooner if appropriate

1. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

2. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

3. Nursery - How to Apply

Nursery applications should be made direct at the school office.

THE ADMISSION TO EARLY YEARS OF CHILDREN NOT OF STATUTORY SCHOOL AGE WILL BE GOVERNED BY THE FOLLOWING CRITERIA:

- That the criteria for admission the Early Years are those that apply to the Primary School
- Admission is governed by the limit of 30 part-time places in two daily sessions of 15, allocation to which is at the discretion of the school.
- It is the intention that where possible children will be admitted to the Early Years for three terms part-time in the year prior to statutory schooling i.e. Rising 4's

6. Reception - How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). The link for Sunderland online applications is here: [School admissions - Sunderland City Council](#).

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

7. ADMISSION TO THE PRIMARY SCHOOL IS GOVERNED BY THE STANDARD NUMBER OF 30 AND THE FOLLOWING CRITERIA IN ORDER OF PRECEDENCE

There is no guarantee of a place for children living in the priority admissions area. In the event of over-subscription places will be allocated using the following criteria in the order given:

1. Children Looked After. This includes those that have been adopted from state care outside of England.
2. Children living in the priority admissions areas with a brother or sister attending the school at the time of application with a reasonable expectation that the brother or sister will still be attending at the same time of admission.
3. Other children living in the priority admissions area.
4. Children living outside the priority admissions area with a brother or sister attending the school at the same time of the application with reasonable expectation that the brother or sister will still be attending at the time of admission.
5. Remaining applications.

In the event of over subscription within any of the above criteria, priority will be determined by the straight-line distance from home to school, those living closest being given the highest priority.

Exceptional medical circumstances (supported by medical evidence) may override the above

8. PROCESS FOR TRANSFER (OTHER THAN INTAKE FOR RECEPTION IN SEPTEMBER)

Further information and downloadable forms can be found here:

<https://www.sunderland.gov.uk/school-transfers>

- Parent completes School Transfer Form – section A and returns back to the current school
- School completes section B

- Form is forward to the chosen school
- Chosen school will advise if a place is available
- School/parent arrange a start date
- School Admission Team will send the parent/carer to confirm that the year group is full and advise right of appeal
- Application emailed to number 2 school (if applicable) by School Admission Team

9. ADMISSIONS TO YEAR GROUPS OTHER THAN RECEPTION

Children will be accepted into school at any point in the year to any Year Groups where there are spaces, i.e. below 30 children. Where a year group is full, parents will be advised of the appeals process. Their details can be kept on a waiting list in school, and they will be advised when a place becomes available. Parents are required to re-register interest in a place on a termly basis or their child's name will be removed from the waiting list.

A named member of staff has responsibility for overseeing the induction of those children.

A buddy will be involved in the process. New starters will be inducted in:

- Behaviour Policy
- School day and routines
- Playtimes
- After School Clubs and visits
- Homework
- A parent pack will be given to be completed and returned with essential basic information and permission slips
- The member of staff with responsibility for induction, will ensure that this is carried out

The school concurs with Local Authority Admissions Policy and works with the authority on all aspects of admission and transfer of pupils and information.