



KING JAMES I ACADEMY

Admissions Policy

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The Governors are responsible for admissions to the School. To apply for a place at King James I Academy, an applicant must complete the common application form supplied by Durham Local Authority and return it as instructed by the local authority. It is very important that the form is returned by the closing date of the 31 October because forms received after this date will be treated as "late". Late applications are not dealt with until all those received on time have been through the application process.

When there are more requests for places than those available, the following criteria will be used to allocate places strictly in order of priority:

Oversubscription criteria

Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangements, or special guardianship order* or, 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.

A "looked after" child is a child who is, at the time of making an application to a school, in the care of a LA in England, or being provided with accommodation by a LA in England in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

* An adoption order is an order under Section 12 of the Adoption Act 1976 or Section 46 of the Adoption and Children Act 2002. A "child arrangements order" is an order settling the arrangements to be made as to the person with whom the child is to live under Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Medical reasons - children with very exceptional medical factors directly related to school placement.

Some admission authorities will consider individual applications for children with very exceptional medical factors directly related to school placement. This type of application must be supported in writing by relevant professional agencies i.e. a doctor and it is the parents' responsibility to provide the relevant documentation. This supporting evidence should be wholly persuasive. It must explain why the school you wish your child to attend is the only school based on fact, not opinion, that can meet your child's medical or social needs and the difficulties that would be caused if they had to attend another school. Reasons such as food allergies and Attention Deficit Hyperactivity Disorder (ADHD) will not be considered as exceptional medical factors as all schools are able to effectively manage these. Supporting evidence will be considered by the relevant admission authority and may require liaison with relevant health care professionals. The provision of any information/evidence does not necessarily in itself guarantee the offer of a place at your desired school. The relevant admission authority will make the final decision on the application.

Sibling links - Children who have a sibling already attending the school and who is expected to be on roll at the school at the time of admission.**

** Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step -

brothers or sisters and children of the parent/carer's partner. Parents should indicate when applying if there is a sibling currently attending the school for which they have applied.

If parents are separated and the sibling lives with each parent an equal amount of time during the school year, you must either agree between each other, or if that is not possible, provide a Court Order as to which address should be considered as the main address for this purpose. An offer of a school place will not be made unless/until only one home address has been agreed.

Applicants to their nearest school -Those children who have applied for a place at the nearest school to their home address measured by the shortest walking route.

If parents are separated and the child lives with each parent an equal amount of time during the school year, you must either agree between each other, or if that is not possible, provide a Court Order as to which address should be considered as the main address for this purpose. An offer of a school place will not be made unless/until only one home address has been agreed.

A Geographic Information System (GIS) is used to identify and measure the shortest route. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point* of the child's house or in the case of a flat from the centre point* of the building, to the closest point on the nearest route on the Ordnance Survey MasterMap® Highways Network – Roads and the Ordnance Survey MasterMap® Highways Network – Paths to the nearest school site entrance.

The LA will not include any other routes or use other methods of measurement

All other applicants

Tie Breaker - Where the school is oversubscribed within any of the above categories the following tiebreakers will be applied:

- a) For those children who have applied for a place at the nearest school to their home address (category 4), priority will be given to those living closest to the nearest school measured by the shortest walking route;
- b) For other children (category 5), priority will be given to those children who live nearest to the school applied for. Otherwise if only one final place can be offered and two applicants live equidistant from the school, the LA's system of random allocation will apply.

In the unlikely event of the school being oversubscribed within categories 1, 2 tiebreaker (b) will apply.

For further information, please see Secondary School Admission Guide at www.durham.gov.uk

Notification of places

The formal offer of a place will come from the local authority who will write to parents/carers on 1 March, annually.

Waiting Lists/Appeals

The Schools Places and Admissions Team will use the oversubscription criteria above to rank unsuccessful applicants in a waiting list for each year group so that further places may be offered if they become available. The waiting list will be kept for one term. Children's position on the waiting list will be determined solely in accordance to the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Unsuccessful applicants may also contact the Schools Places and Admissions Team to be advised of their right of appeal to an Independent Appeal Panel.

Appeals are usually held within the summer term.

In-year admissions

To apply for an in-year transfer to King James I Academy during the academic year, the parent/carer should contact the School Places and Admission Team at Durham County Council on 03000 265896 option 1 and a T2 Form will be sent to your home address. You will need to complete sections A-G of the T2 form (including the declaration) and forward to the Headteacher of the child's current school to complete section H. This will then be forwarded to Durham County Council.

A child can only transfer to another school/academy if places are available. Both parents must agree to the transfer regardless of who the child lives with. Applications for school transfers should not be made until agreement has been reached and confirmed. The only exception to this is if it is not possible to contact one of the parents after all efforts, including legal or court action have been exhausted.

Parents/carers are legally required to ensure that their children maintain school attendance and therefore children should remain at their current school until a decision is made about the parental request for a change of school. If you do not ensure your child attends school and the absences are not authorised you could be guilty of an offence and prosecuted for this offence.

If parents/carers wish to change school, they must:

- notify the child's current school of the intention to change school; and
- contact Durham County Council to find out if there are any places available at the school/schools they wish their child to attend. After notifying their child's current school the parent must notify Durham County Council at the address below:

The School Places and Admissions Team Admissions Team,
Children and Young People's Service
County Hall
Durham
DH1 5UJ

Telephone no: 03000 265896

Email: schooladmissions@durham.gov.uk

Please title the email as secondary school transfer