

Admission Policy

Staff Responsible:	**Mrs A Sheridan**
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1. Introduction

Ribbon Academy is a single academy serving children aged 3 to 11 years. The Academy is committed to providing a fair, transparent and inclusive admissions process for all children and families.

Ribbon Academy is the admission authority for the school and participates in Durham County Council's coordinated admissions scheme for Reception admissions. Applications for school places are administered in accordance with the School Admissions Code, the School Admission Appeals Code and relevant legislation.

The Academy currently has a **Published Admission Number (PAN) of 85** for admission into Reception.

Prospective parents and carers are warmly welcomed to visit the school. Visits can be arranged by contacting the school office.

Ribbon Academy works closely alongside Ribbon Daycare, which operates independently from the Academy on the same site. Together, both organisations seek to provide a smooth and supportive transition into nursery and school education; however, admissions to Ribbon Academy and admissions to Ribbon Daycare are managed separately.

Further information about school admissions can be found on the Durham County Council admissions website:

School Places and Admissions - Durham County Council

2. Nursery Admissions

Ribbon Academy Nursery provides nursery education for children before they reach compulsory school age.

Admission to the nursery is separate from admission to the main school. Attendance at Ribbon Academy Nursery does not guarantee or provide priority for a Reception place at the Academy.

Nursery Provision

Ribbon Academy Nursery provides **15 hours of nursery education per week** for eligible children aged 3 and 4 years.

Ribbon Academy does not provide funded two-year-old places.

Families requiring additional childcare provision or wishing to access funded two-year-old provision may choose to contact Ribbon Daycare, an independent childcare provider operating on the same site. Ribbon Daycare is a separate organisation and manages its own admissions, funding and childcare arrangements independently from Ribbon Academy.

Attendance at Ribbon Daycare does not guarantee admission to Ribbon Academy Nursery or Reception. All admissions are administered in accordance with this policy.

Children normally attend on a part-time basis for either a morning or afternoon session.

Admissions to Nursery must be made by contact Ribbon Academy via admissions@ribbbonacademy.co.uk

Oversubscription Criteria for Nursery Places

Where there are more applications than places available, places will be allocated in the following order:

1. Children in Need

The Children Act 1989 defines a child in need as a child who:

a) Is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by the Local Authority.

b) Whose health or development is likely to be significantly impaired without the provision of such services.

c) Is disabled.

2. Children Living Within County Durham

Preference will be given to children whose parents or carers reside within the administrative boundary of County Durham.

3. Age

Places will be prioritised according to date of birth, with older eligible children receiving priority.

4. Date of Application

Where applicants have the same date of birth, priority will be given to the earliest application received.

Waiting List

Where places are not immediately available, children may be placed on a waiting list.

Children on the waiting list will be ranked according to the oversubscription criteria and not by the date they were added to the list.

Emergency Referrals

To accommodate emergency referrals of children in need as defined within the Children Act 1989, the Academy may retain places until the Autumn Half-Term where appropriate.

Transfers Between Nursery Settings

Once a child has begun attending a particular nursery setting, continuity is generally considered to be in the child's best interests. Requests for transfers between settings will normally only be considered in exceptional circumstances.

3. Reception Admissions

Children are normally admitted to Reception in the September following their fourth birthday.

Applications for Reception places must be made through Durham County Council's coordinated admissions process.

Information regarding application deadlines, offer dates and procedures can be found on Durham County Council's website:

Apply for a Primary School Place [durham.gov.uk]

Parents should note that there is **no automatic transfer** from nursery into Reception and a separate application must be submitted.

Attendance at Ribbon Academy Nursery or Ribbon Daycare does not give a child a higher priority for admission to Reception. All applications are considered in accordance with the Academy's published oversubscription criteria.

4. Oversubscription Criteria for Reception Admissions

Where there are more applications than places available, places will be allocated in the following order of priority:

Priority 1: Looked After and Previously Looked After Children

Children who are:

- Looked After Children; or
- Previously Looked After Children who ceased to be looked after because they became subject to:
    - an adoption order;
    - a child arrangements order; or
    - a special guardianship order.

A looked after child is a child who is in the care of a local authority or who is being provided with accommodation by a local authority in the exercise of its social services functions under Section 22(1) of the Children Act 1989.

Priority 2: Exceptional Medical, Social or Welfare Need

Children with exceptional medical, social or welfare needs directly relating to school placement.

Applications submitted under this criterion must be supported by written evidence from an appropriate professional, such as a doctor, consultant, social worker or other relevant specialist, demonstrating why Ribbon Academy is the only suitable school.

Priority 3: Sibling Links

Children who have a sibling attending Ribbon Academy at the time of admission.

A sibling is defined as:

- A brother or sister;
- A half-brother or half-sister;
- An adopted brother or sister;
- A step-brother or step-sister;
- A child living within the same family unit at the same address.

Priority 4: Distance

Children who live nearest the school.

Distance will be measured using Durham County Council's approved methodology and calculated from the child's normal home address to the school.

Where the final available place would result in siblings from a multiple birth (including twins or triplets) being separated, priority will be given to ensure those siblings are admitted together.

Where two applicants meet the same criterion and live equidistant from the school and only one place remains available, Durham County Council's random allocation process will be applied.

5. Waiting Lists

Where applications exceed the number of places available, a waiting list will be maintained.

The waiting list will be ranked according to the school's oversubscription criteria and not by date of application.

A child's position on the waiting list may change should:

- Another applicant join the list with a higher priority; or
- Family circumstances change.

6. In-Year Admissions

Applications for admission outside the normal Reception intake should be made through Durham County Council.

Information regarding in-year transfers is available at:

Apply to Change School During the School Year

If a place is available, the child will normally be admitted.

Where a place cannot be offered, parents and carers will be advised of their right to appeal.

7. Deferred Entry and Summer-Born Children

Parents offered a Reception place may:

- Defer their child's admission until later in the academic year;
- Request that their child attends part-time until they reach compulsory school age.

All children are entitled to a full-time place from the September following their fourth birthday.

Parents of summer-born children may request admission outside their normal age group. Each request will be considered individually in accordance with the School Admissions Code and in the best interests of the child.

8. Appeals

Parents and carers whose application for a school place is unsuccessful have the right to appeal to an independent appeal panel.

Appeals will be conducted in accordance with the School Admission Appeals Code.

Further information regarding admissions and appeals can be obtained via Durham County Council:

School Places and Admissions - Durham County Council

9. Equal Opportunities and Inclusion

Ribbon Academy is committed to promoting equality, diversity and inclusion.

Regardless of race, ethnicity, religion or belief, disability, sex, family circumstance, social background or other protected characteristic, children will have equal access to admissions arrangements.

The Academy recognises the educational, social and moral benefits of an inclusive education system and seeks to provide an environment in which all children can thrive and achieve their full potential.

Reasonable adjustments will be made where required in accordance with the Equality Act 2010.

10. Monitoring and Review

This policy will be reviewed annually by the Board of Trustees.

The Academy will ensure that its admissions arrangements remain compliant with:

- The School Admissions Code;
- The School Admission Appeals Code;
- The Equality Act 2010;
- The Children Act 1989;
- The Children and Families Act 2014;
- Relevant Department for Education guidance.

Any changes to admissions arrangements will be subject to statutory consultation requirements where applicable.