Bede Academy

Admissions and Appeals Policy

2027/2028

Last review:
Principal Approval: September 2025
Governor Approval: October 2025
Next review: September 2026

Bede Academy Admissions and Appeals

The Academy operates alongside Northumberland Local Authority and the National Guidelines on Admissions and Appeals. Emmanuel Schools Foundation Multi Academy Trust (ESF MAT) is the Admissions Authority for entry into Bede Academy, with day-to-day responsibility delegated to Bede Academy's governors, and is responsible directly to the Department for Education for all Admissions and Appeals.

Annual Admissions 2027-2028 – Reception

The Published Admissions Number for Reception is 90. Places are offered to prospective Reception students at the same time as places are allocated within all other Northumberland schools. This is co-ordinated with the Academy and the Local Authority, but all queries and appeals are handled by Bede Academy directly.

After the admission of pupils Education, Health and Care Plan (EHCP) for whom Bede Academy has consented to be named on the EHCP *(evidence of this must be provided)*, the remaining available places will be allocated in the following order priority:

- **'Looked after' children or 'previously looked after' children** i.e. children who were previously looked after but ceased to be because they were adopted or became subject to a child arrangement's order (formerly a residence order) or a special guardianship order and including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted.

- **Children with an exceptional social or medical reason** that means that they can only attend this specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school).
  - Strong supporting evidence must be provided from a professional body involved with the family or the child.
  - The professional must be independent of both the family and the school.
  - The evidence must relate specifically to the school for which the application is being made and must demonstrate clearly why it is the only school that can meet the child's needs.

- **Children of staff** employed at the Academy for two or more years at the time at which the application for admission is made and/or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage, and/or the member of staff has relocated.

- **Children who have a sibling(s) who will be in Year Reception to Year 6 on the Academy roll at the time of admission.**
  Siblings are recognised as brothers, sisters, half-brothers, half-sisters, step-brothers and step-sisters who reside permanently in the same household.

- **Children who live in the published catchment area for the Academy**
  Parents will be asked to provide proof of residency in the case of oversubscription. The address given must be where the child lives permanently. It must not be that of a childminder, grandparent, or other relative's address. If parents/carers share custody of a child then the Academy may request to see the court order, medical card, or other evidence to establish where the child is resident for most of the time during weekdays. The Academy

also reserves the right to withdraw a place at a school if information relating to address or any other matter is found to be false or misleading.

- **Children who are eligible to receive the 'service premium' under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Forces personnel.**

- **Distance**
  Distance measures will be undertaken using the Local Authority's computerised Geographical Information System (GIS). This measures a straight-line measure from the central visual point of the dwelling to central visual point of the school. Distance checking is an integral function within the school admissions software ensuring consistency in measurement.

When distinguishing between children within the same criteria the child with the highest next criteria will be admitted, i.e. two children with siblings attending Bede Academy in the September of Admission, the child who lives closest to Bede Academy within the published catchment area would be admitted.

Annual Admissions 2027-2028 – Year 7

The Published Admissions Number for Year 7 is 134. There are 224 places in year 7, with 90 places being taken by students transferring from Bede Academy's year 6. Places are offered to prospective Year 7 students at the same time as places are allocated within all other Northumberland schools. This is co-ordinated with the Academy and the Local Authority but all queries and appeals are handled by Bede Academy directly.

After the admission of pupils Education, Health and Care Plan (EHCP) for whom Bede Academy has consented to be named on the EHCP *(evidence of this must be provided)*, the remaining available places will be allocated in the following order priority:

- **'Looked after' children or 'previously looked after' children** i.e. children who were previously looked after but ceased to be because they were adopted or became subject to a child arrangement's order (formerly a residence order) or a special guardianship order and including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted.

- **Children with an exceptional social or medical reason** that means that they can only attend this specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school).
  - Strong supporting evidence must be provided from a professional body involved with the family or the child.
  - The professional must be independent of both the family and the school.
  - The evidence must relate specifically to the school for which the application is being made and must demonstrate clearly why it is the only school that can meet the child's needs.

- **Children of staff** employed at the Academy for two or more years at the time at which the application for admission is made and/or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage, and/or the member of staff has relocated.

- **Children who have a sibling(s) who will be in Year Reception to Year 13 on the Academy roll at the time of admission.**

Siblings are recognised as brothers, sisters, half-brothers, half-sisters, step-brothers and step-sisters who reside permanently in the same household.

- **Children who live in the published catchment area for the Academy**
  Parents will be asked to provide proof of residency in the case of oversubscription. The address given must be where the child lives permanently. It must not be that of a childminder, grandparent, or other relative's address. If parents/carers share custody of a child then the Academy may request to see the court order, medical card, or other evidence to establish where the child is resident for most of the time during weekdays. The Academy also reserves the right to withdraw a place at a school if information relating to address or any other matter is found to be false or misleading.

- **Children who are eligible to receive the 'service premium' under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Forces personnel.**

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When distinguishing between children within the same criteria the child with the highest next criteria will be admitted, i.e. two children with siblings attending Bede Academy in the September of Admission, the child who lives closest to Bede Academy within the published catchment area would be admitted.

Annual Admissions 2027-2028 – Year 12

Most places will be allocated to pupils already on roll in Bede Academy's Year 11. In addition, a minimum of 5 places will be available to external applicants.

Applications in the normal admissions should be made using the application form provided by the Academy which is available on the website. Applicants will receive an acknowledgement of their application but offers of learning will only be confirmed when GCSE results are issued and applicants satisfy the academic entry criteria.

Please note, students already attending our school will not transfer automatically into the Sixth Form. A separate application must be made for a place in Year 12. To gain admission into Year 12 students must demonstrate a level of academic competence and have achieved a minimum of five separate GCSE passes at grade 4 or better. In addition, each A Level/Level 3 subject has their own academic entry requirement: these apply after the criterion of five separate passes have been achieved. Full entry criteria is found on the Academy's website.

Bede Academy may decide not to run courses if the number of students applying for these courses makes it uneconomic to do so. When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements for their course will be admitted. If there are more applicants that satisfy any academic entry requirements than the published admission number, after the admission of pupils with or Education, Health and Care (EHC) plan for whom Bede Academy is named on the EHCP, the criteria for applicants will be applied in the order in which they are set out below:

1. Students that satisfy the academic entry criteria outlined above

2. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school. i.e. children who were previously looked after but ceased to be because they were adopted or became subject to a child arrangement's order (formerly a residence order) or a special guardianship order and including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted.

In term Admissions 2027-2028 (Reception – Year 6)

Applications for in-year admissions are to be made directly to Northumberland County Council on the Common Application form. Northumberland County Council
The Published Admissions Number for Reception to Year 6 is 90.

If a space becomes available during the academic year children whose Education, Health and Care Plan (EHCP) names the Academy will be admitted.

After the admission of pupils Education, Health and Care Plan (EHCP) for whom Bede Academy has consented to be named on the Statement *(evidence of this must be provided)*, the remaining available places will be allocated in the following order priority:

Places for in term entry into Year Reception to Year 6 will be allocated in the following order priority:

- **'Looked after' children or 'previously looked after' children** i.e. children who were previously looked after but ceased to be because they were adopted or became subject to a child arrangement's order (formerly a residence order) or a special guardianship order and including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted.

- **Children with an exceptional social or medical reason** that means that they can only attend this specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school).
  - Strong supporting evidence must be provided from a professional body involved with the family or the child.
  - The professional must be independent of both the family and the school.
  - The evidence must relate specifically to the school for which the application is being made and must demonstrate clearly why it is the only school that can meet the child's needs.

- **Children of staff** employed at the Academy for two or more years at the time at which the application for admission is made and/or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage, and/or the member of staff has relocated.

- **Children who have a sibling(s) who will be in Year Reception to Year 6 on the Academy roll at the time of admission.**
  Siblings are recognised as brothers, sisters, half-brothers, half-sisters, step-brothers and step-sisters who reside permanently in the same household.

- **Children who live in the published catchment area for the Academy**
  Parents will be asked to provide proof of residency in the case of oversubscription. The address given must be where the child lives permanently. It must not be that of a childminder, grandparent, or other relative's address. If parents/carers share custody of a child then the Academy may request to see the court order, medical card or other evidence to establish where the child is resident for most of the time during weekdays. The Academy

also reserves the right to withdraw a place at a school if information relating to address or any other matter is found to be false or misleading.

- **Children who are eligible to receive the 'service premium' under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Forces personnel.**

- **Distance**
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In term Admissions 2027-2028 (Year 7 – Year 11)

Applications for in-year admissions are to be made directly to Northumberland County Council on the Common Application form. Northumberland County Council
The Published Admissions Number is 224
If a space becomes available during the academic year children whose Education, Health and Care Plan (EHCP) names the Academy will be admitted.

Places for in term entry into Year 7 to Year 11 will be allocated in the following order priority:

After the admission of pupils Education, Health and Care Plan (EHCP) for whom Bede Academy has consented to be named on the Statement *(evidence of this must be provided)*, the remaining available places will be allocated in the following order priority:

- **'Looked after' children or 'previously looked after' children** i.e. children who were previously looked after but ceased to be because they were adopted or became subject to a child arrangement's order (formerly a residence order) or a special guardianship order and including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted.

- **Children with an exceptional social or medical reason** that means that they can only attend this specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school).
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- **Children who have a sibling(s) who will be in Year Reception to Year 13 on the Academy roll at the time of admission.**
  Siblings are recognised as brothers, sisters, half-brothers, half-sisters, step-brothers and step-sisters who reside permanently in the same household.

- **Children who live in the published catchment area for the Academy**
  Parents will be asked to provide proof of residency in the case of oversubscription. The address given must be where the child lives permanently. It must not be that of a childminder, grandparent, or other relative's address. If parents/carers share custody of a child then the Academy may request to see the court order, medical card or other evidence to establish where the child is resident for most of the time during weekdays. The Academy also reserves the right to withdraw a place at a school if information relating to address or any other matter is found to be false or misleading.

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Waiting lists
If your child has not been offered a place at the school, the school will put your child's name on a waiting list. Children are given a position on the waiting list according to the oversubscription criteria regardless of when the child's application was made or received. Each added child will require the list to be ranked again in line with the published oversubscription criteria. If student numbers subsequently fall below the school's published admission number, a place will be offered to the child at the top of the waiting list at that point except that priority is always given to looked after children, previously looked after children, and those children allocated a place at the school in accordance with Northumberland County Council's Fair Access Protocol.

This means that a child who is on the waiting list will move down the list if another child subsequently applies for a place at the school and has greater priority under the oversubscription criteria or in accordance with Fair Access Protocol.

Reception Year Deferred Entry and part-time admission (Children below compulsory school age)

Please refer to the guidance in the School Information Handbooks section of Northumberland County Council's website: (https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1/Guide-to-School-Handbooks.aspx)
All requests for deferred entry and part-time admission should be made in writing to the Principal.

Children educated outside their chronological age group

Parents can request that their child is admitted outside their normal age group. We ask parents to contact us in writing with as much supporting evidence as they wish why they are requesting admission outside the normal age group for a child. We will consider this and reach a decision in the child's best interests. We will take into account

- the parent's views;
- the views of the Principal;
- information about the child's academic, social and emotional development submitted by the parent; information about the child's medical history and the views of a relevant medical professional submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- guidance from the Department for Education on the admission of summer-born children;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

We will advise parents who make a request that they should consider the implications of being taught out of the normal age group as any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred year group.

Tie Break

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.