


# Admissions Policy (North Tyneside Schools) 2026-2027

## SMART MULTI ACADEMY TRUST

COLIN LOFTHOUSE, CEO

### Document Control

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## **Admissions Policy for primary schools for the academic year 2026-2027**

### **Admissions Authority**

The Board of Trustees are the Admissions Authority for all Smart Multi Academy Trust schools and are responsible for determining the schools' admissions policy. The schools covered by this policy are listed below under Published Admission Number.

All schools covered by this policy are within North Tyneside Local Authority and this policy is coordinated with the North Tyneside Learning Trust. We work closely with the school admissions team at North Tyneside Council. You can find information about the process and timetable on the admissions and school transfers section of their website.

<https://my.northtyneside.gov.uk/category/129/school-admissions>

### **Published Admission Number (PAN)**

The number of places available in each school in the Reception class 2026-2027 is as follows:

<b>School</b>	<b>Published Admission Number (PAN) for Reception class 2026-2027</b>
Stephenson Memorial Primary School	60

### **Parents / Guardians**

Throughout this policy, reference to parents and/or guardians refers to those legally eligible to make an application on behalf of a pupil entering Reception in the 2026/27 admissions round.

### **Scope**

This policy covers admissions into Reception within Smart Multi Academy Trust. Admissions into nursery provision at schools within the Trust are managed by the respective schools.

### **How and when to apply for places**

All applications for school places must be through the Local Authority the applicant lives in (pays council tax to).

Applications for Reception places for September 2026 must be submitted **by midnight on 15 January 2026**. Applications for school places in other year groups or after the start of the school year can be submitted at any time.

## **Late applications**

If you return your application after the closing date your application will be classed as Late unless exceptional circumstances exist. The Admissions Authority will appoint an Admissions Panel to consider your reasons, provided they are received before 31 January 2026 and if they are exceptional, consider your application along with those received on time. 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 at gaining a place at the school you want.

## **Special Educational Needs**

Children who have an Education, Health and Care Plan which names the school will be admitted to the school.

## **How places will be allocated**

If there are enough places at the school, then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places.

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements (formerly residence) or special guardianship order, including those 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 Evidence of the appropriate order must be submitted before the closing date for applications.
2. Pupils who live within the catchment area of the school (pupils in this category with a sibling link (an older brother or sister) who will be attending the school in September 2025 will be given priority).
3. Sibling link (an older brother or sister) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the school in September 2025
4. Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) system.

**Parents and guardians should note that the allocation of Reception places does not take into account attendance at any specific nursery class or school. Children in the nursery class of the school will not be given priority nor are they guaranteed a Reception place in the main school.**

## **Additional notes**

- All North Tyneside Learning Trust Schools have a defined geographic area called a catchment area. To find out which catchment area you live in log onto [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) or contact the Access Team on telephone number 0191 643 8724.
- The Admissions Authority of each school within North Tyneside Learning Trust operates an equal preference system for processing applications. This means at the first stage there will be no distinction between first, second or third preference applications. Therefore, all

applications will be considered equally against the admission criteria. If a pupil qualifies for a place at more than one school the parent's highest ranked preference will be offered, and any lower ranking offers will be disregarded.

- If your child has an older brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, long term fostered children) attending your preferred school in September 2025, the governing body will consider this as a sibling link. However, no guarantee is given that siblings can transfer to the same school where the school is oversubscribed.
- The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.
- When considering your application, the Local Authority will use the parental home residence of the Parent/Carer who receives or would have received the child benefit for the child/ren.
- On 16 April 2026 parents will be notified of the outcome to their application. If you applied online and requested an email response, then you will be sent an email on this day. If you completed a paper application a letter will be sent out by 2nd class post on this day.
- Parents/guardians have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required, and the offer may be withdrawn.

### **Waiting lists**

If you have been refused your preferred school(s), you will have the opportunity to place your child's name on a waiting list(s). You may wish to place your child's name on a waiting list for more than one school. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received. Within each criterion their place is ordered by shortest distance to the school measured in a straight line, from a single fixed central point of the home address (including flats) to central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS), with those living closer to the school 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 schools will be held for one term in the academic year i.e., 31 December 2026; no list will be held by any individual school or the Local Authority after this date.

### **Summer born children and the admission of children below compulsory school age including deferred entry and part time admission**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents/guardians may feel that their child is not ready to start school in the September following their fourth birthday. Parents/guardians are entitled to request in writing that:

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- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents/guardians of summer born children (born between 1 April 2022 and 31 August 2022) wish them to be admitted to the Reception year in the term following their fifth birthday, rather than Year 1, then parents/guardians should submit a written request providing reasons for seeking a place outside of the normal age group and any supporting evidence from relevant professionals.

Requests must be submitted before the closing date for Reception applications in the child's normal age group in suitable time for the LA to notify the school, and for the Admissions Panel of the Admissions Authority to consider the request and inform the parent/guardian of the outcome before the closing date for the normal age group. In other words, for children due to start school in September 2026 where the parent wishes the child to delay admission until 2026, parents must submit their requests well before 15 January 2026. The Academy Trust will consider each case individually.

If the request is agreed, any application made for the normal age group will be withdrawn before any place is offered and parents will need to reapply in the normal way for a Reception place in the following year.

If the request is refused, the parents/guardians must decide whether to apply for a Reception place in the current academic year (Note it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a Year 1 place the following year. Parents/guardians should be aware that the Year 1 group may have no vacancies as it could be full of children transferring from the previous Reception year group.

Further information/advice on the admission of summer born children is available on the school's website and North Tyneside Council's website at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)

### **Right of appeal**

Parents/guardians who are refused a place for their child have a statutory right of appeal to an independent appeals panel. Appeals for Reception places should be submitted by 15 May 2026 to ensure they will be heard before the end of July 2026. Please contact North Tyneside Council's School Appeals Team for information (phone 0191 643 5316/3622/3681/5359 or email [education.appeals@northtyneside.gov.uk](mailto:education.appeals@northtyneside.gov.uk)). The Appeal Panel will be independent of the Trust. The arrangements for appeals will be in line with the School Admissions Appeals Code published by the Department for Education and Skills as it applies to mainstream primary academies. The determination of the appeal panel will be made in accordance with the School Admissions Appeals Code and it is binding on all parties. The school will support

parents appealing a decision with guidance about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. Information is also available on the Local Authority website at: <https://my.northtyneside.gov.uk/category/224/appeal-school-place-decision>

### **Consultation on Admission Arrangements and raising objections outside a consultation period**

Schools within Smart Multi Academy Trust shall consult every 7 years on proposed admission arrangements, unless there are changes to the admission arrangements, in which case a consultation will take place. Smart schools will consult in accordance with the statutory procedure. Following any consultation, the Trust will consider comments made by those consulted will then determine its admission arrangements by 15th April (subject to LA confirmation) of the relevant year and, if necessary due to there having been a consultation, will notify those consulted on what has been determined.

There is a right for people to object about the policy to the Schools Adjudicator (OSA). See the Schools Adjudicator website for more information on how to do this. Objections for the admissions arrangements for 2026/27 must be made by 15th May 2026.

### **Definitions**

A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

- An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order**) is an order outlining the arrangements as to the person with whom the child will live.
- A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.