



## Archbishop Runcie C of E First School Admissions Policy 2026-2027

### Our original Mission

“A school for the education of children only of the labouring mining and manufacturing and other poorer classes in the Parish of Gosforth and for no other purpose.”

The school first existed as a force for social change and we remember this within our historic original mission as we continue to inspire and transform the minds and hearts of everyone we serve today and, thus, the wider world. In light of our ever changing community, we seek to develop **love and determination** and, in doing so, enable everyone associated with our school to experience life in all its fullness, as promised by Jesus.

### Current Mission

Inspired by the parable of the lost sheep, our mission is to enable everyone within our school community to flourish through our unconditional **love and determination**.

### Vision

In 1 Corinthians 16:13-14, Paul urged the church in Corinth to

**Be courageous; be strong.  
Do everything in love.**

This epistle helps us understand that God's love sets self aside, over and over, endlessly, for the good of others so that our thoughts and deeds should spring from, and be done, in **love and determination**.

### Values

Rooted in the epistle above, the Christian values of **love and determination** are at the core of teaching and culture within the school.

### Introduction

The Governing Body is the Admissions Authority of this school and is responsible for determining the school's admissions policy. We welcome children of all faiths or of no faith.

The number of places available in the Reception class in academic year 2026/27 is 30.

Governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities. This arrangement follows consultation with the Local Authority, all other schools in the area and all other Admission Authorities in the area.

### 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). Newcastle City Council encourages online applications via the Citizen's Portal.

<https://www.newcastle.gov.uk/services/schools-learning-and-childcare/apply-school-place>

Applications for Reception places for September 2026 must be submitted by 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. Applications received after the closing date will be classed as late and processed after all of the applications are received on time.

### **Admission arrangements to the Reception Year in September 2026**

Parents (see Note 1) wishing to apply for the Reception Year in September must complete the common application form provided by their home local authority (the home LA). This form must be completed even if your child attends our Nursery or other school nursery /pre-school setting. The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 12 noon on 15 January. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA. Applicants applying through Newcastle City Council can apply online via the Citizen's Portal ([www.newcastle.org/CitizenPortal\\_LIVE/en](http://www.newcastle.org/CitizenPortal_LIVE/en)). A paper application form is available as an alternative; this is available from local schools or the School Admissions Team at [admissions.information@newcastle.gov.uk](mailto:admissions.information@newcastle.gov.uk) and must be returned to Newcastle City Council.

### **Over-subscription criteria**

Children with an Education, Health and Care (EHC) plan naming Archbishop Runcie CE First School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1. Looked-after children and children who were previously looked after (see note 2).** Children who are currently looked after by a local authority (in care) in the UK, children who were previously looked after by a local authority in the UK or who appear to the admissions authority to have been in state care outside of the UK (see note 3), and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications
- 2. Children with a sibling (see note 4) on roll at admission.** Children with a brother or sister (a sibling) who will be on roll at the school on the date that the child will be admitted in September 2026. However, please note that children attending the nursery class or other Early Education or childcare provision attached to the school will not be given priority as sibling links.
- 3. Children with a normal home address (see note 5) closest to the school** as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

Parents and carers 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. Parents and carers of children in the nursery class must submit an application for Reception.

### **4. Other children**

#### **Tie Breaker**

In every criteria, distance from the normal home address to school will be the deciding factor. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school. The local authority will place all of the relevant applicants into a software tool, which will produce a numbered list of randomly allocated pupils. Priority will be determined based on the descending rank order of this randomly allocated list.

A fresh round of random allocation will be used if subsequent places become available and a pupil is to be offered a place from the waiting list.

If random allocation results in a pupil from a multiple birth (two or more children born at the same time/same pregnancy) being successful, then the school shall offer places to the multiple birth siblings of the successful pupil. For example, if one twin is successful under the random allocation process, then the

unsuccessful twin shall also be offered a place in the school. In such cases, the school will exceed the PAN to allow admission.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. Applications must be made directly to the LA on a form available from the LA Admissions Department. Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the oversubscription criteria 1 above), a place will be offered.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Waiting Lists**

For applications for Reception places, waiting lists will be kept until the 31 December 2026 and will then be cleared. Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received. Each added child will require the list to be ranked again in line with the published oversubscription criteria. From January and then on a termly basis, waiting lists will be cleared and parents will need to re-apply each term if they still want their child to be considered for a place at the school. 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.

### **Fair Access**

The school participates in Newcastle City Council LA's Fair Access Protocol. See Newcastle City Council website for more information.

### **Multiple Births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

### **Admission of children below compulsory school age and deferred entry to school**

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 may feel that their child is not ready to start school in the September following their fourth birthday and the child's parents are entitled to:-

- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and

- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

If parents wish to exercise the above rights they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows: -

- that they wish their child to attend 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 provided this is not beyond the beginning of the final term of the school year.

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

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than Year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Headteacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB 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 should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Further information and advice on the admission of summer born children is available from Newcastle City Council.

### **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. Parents should apply in the normal way together with a written request that the child is admitted outside of his or her normal age group to the requested year group in September the following year providing supporting reasons for seeking a place outside of the normal age group. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Appeals**

Parents/carers 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 Newcastle City Council's School Appeals Team for information (email [schoolappeals@newcastle.gov.uk](mailto:schoolappeals@newcastle.gov.uk)). Information is also available at [www.newcastle.gov.uk](http://www.newcastle.gov.uk)

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the School Office.

### **False Information**

Where the Governing Body has made an offer of a place at the school based on fraudulent and intentionally misleading information from an applicant the offer will be withdrawn.

## Nursery Admissions

Nursery admissions are an entirely separate process (see separate Admissions Policy). Parents are asked to note that attendance at the school's Nursery does not guarantee a place in the Reception class.

### Notes

1. **“Parent”** is defined in law (The Education Act 1996) as either:
  - any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
  - any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

2. **By a “looked-after child”** we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).
3. **Children previously in state care** outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child’s parents or carers for appropriate evidence of their previously looked-after status.
4. **By sibling we mean** a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent’s/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.
5. **By normal home address**, we mean the child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence;
- the pattern of the residence;
- the period of time over which the current arrangement has been in place;

- confirmation from any previous school of the contact details and home address supplied to it by the parents;
- where the child is registered with his/her GP;
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false address), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. **Childcare arrangements are not sufficient reason for listing another address.**

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

6. The straight-line distance used to determine proximity of the home to the school will be measured by the LA's Geographical Information System as described in the LA admissions booklet.

Signed by the Chair of Governors: *Dr S Pickett*

Date: