Policy for Admissions 2026-2027

School Ethos Statement

In keeping with their historic foundations, Whalton and Longhorsley C of E Schools aim to serve their communities by providing an education of the highest quality within the context of Christian belief and practice. They encourage an understanding of the meaning and significance of faith in all its forms, while respecting those of different or no faiths. The schools' values which reflect their Christian origins are intrinsic to the educational experience they offer to all their pupils.

We welcome applications from "all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith", but we expect parents to respect the Christian ethos of our school.

Rationale

The Governing Body of The Federation of Longhorsley and Whalton C of E Schools is the Admissions Authority for both schools.

Governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 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.

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 application form on Northumberland County Council's Online Applications Portal for Admissions to Reception in first and primary school places. This online form must be completed even if your child attends Longhorsley Early Years Unit, Whalton PAWS pre-school, or other school nursery/pre-school setting. The Portal will be open from 1 November 2025 until 15 January 2026. 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 Northumberland County Council. We intend to admit up to 10 pupils to the Reception year group in September 2026 at Whalton and up to 19 pupils in Reception at Longhorsley.

The schools are open to receive applications for admissions from parents of all children. By law no infant class may contain more than 30 children. Children with a Statement of Special Educational Need or with an Education, Health and Care Plan (EHCP) which names the 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:

Over-subscription criteria:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order, (see Note 2), including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted, (see Note 3).

2. Pupils living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date. The schools' catchment areas as defined by the Federation and also available on Northumberland County Council 'School Catchment Area Digital Maps' here

3. Pupils who have an older brother or sister who already attends the school and who is expected to be on roll at the school at the time of admission.

4. Children who have exceptional medical or social needs which make it essential that they attend Whalton C of E Primary School / Longhorsley C of E First School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family, (see Note 4)

5. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school as specified in the school information pack.

Tie Break

In the event of more than the allowable number of children meeting the selection criteria at the intake threshold, priority will be given to those children who live nearest to the School as the crow flies (from the front door of the child's home address to the main gate of the school), using the Local Authority's computerised measuring system. In the event of children living equidistant from the School, lots will be drawn.

Procedure for Admission to Longhorsley's Part-time Nursery

An interest in admission may be registered at the School Office at any time. School operates three entry points on a termly basis across the school year (September, January and April). Children can attend Nursery in the term after their third birthday. Application forms are available to register children from the school office. Children will attend for up to 15 hours per week, term time only. The School currently offers 15 hours - 5 x 3 hours sessions every morning. Please note that a child attending Longhorsley Nursery will not automatically transfer to Reception and parents must make a separate application through Northumberland County Council's Online Admissions Portal. Over-subscription is in line with the 1-6 criteria outlined above.

Final Tiebreaker

Random allocation will be used as a tie-break in category '6' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

All other Admissions

Admission to the school during the school year depends on whether or not there are places available. Initial enquiries must be made directly to the school who will then advise on contacting the Local Authority for an in-year transfer. 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 over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three term year] in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

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

The schools maintain waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. Each added child will require the list to be ranked again in line with the published over-subscription criteria. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list. Waiting lists will be maintained until 31 December of the admission year.

Fair Access

The schools participate in Northumberland County Council's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

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 2021 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 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 Headteacher 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 still apply for a place at the usual time in September of the current academic year. In addition a written request that the child is admitted outside of his or her normal age group to the Reception Year in September of the following academic year, and providing supporting reasons for seeking a place outside of the normal age group, must be produced. 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 re-apply 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 an 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 at:

https://www.gov.uk/government/publications/summer-born-children-school-admission

Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully, eg 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. 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

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

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

Notes

Note 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.

Note 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 (eg a copy of the Adoption, Child Arrangements or Special Guardianship Order).

Note 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.*

Note 4 *When applying under criterion '5' (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Whalton C of E Primary School / Longhorsley C of E First School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc, who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.*

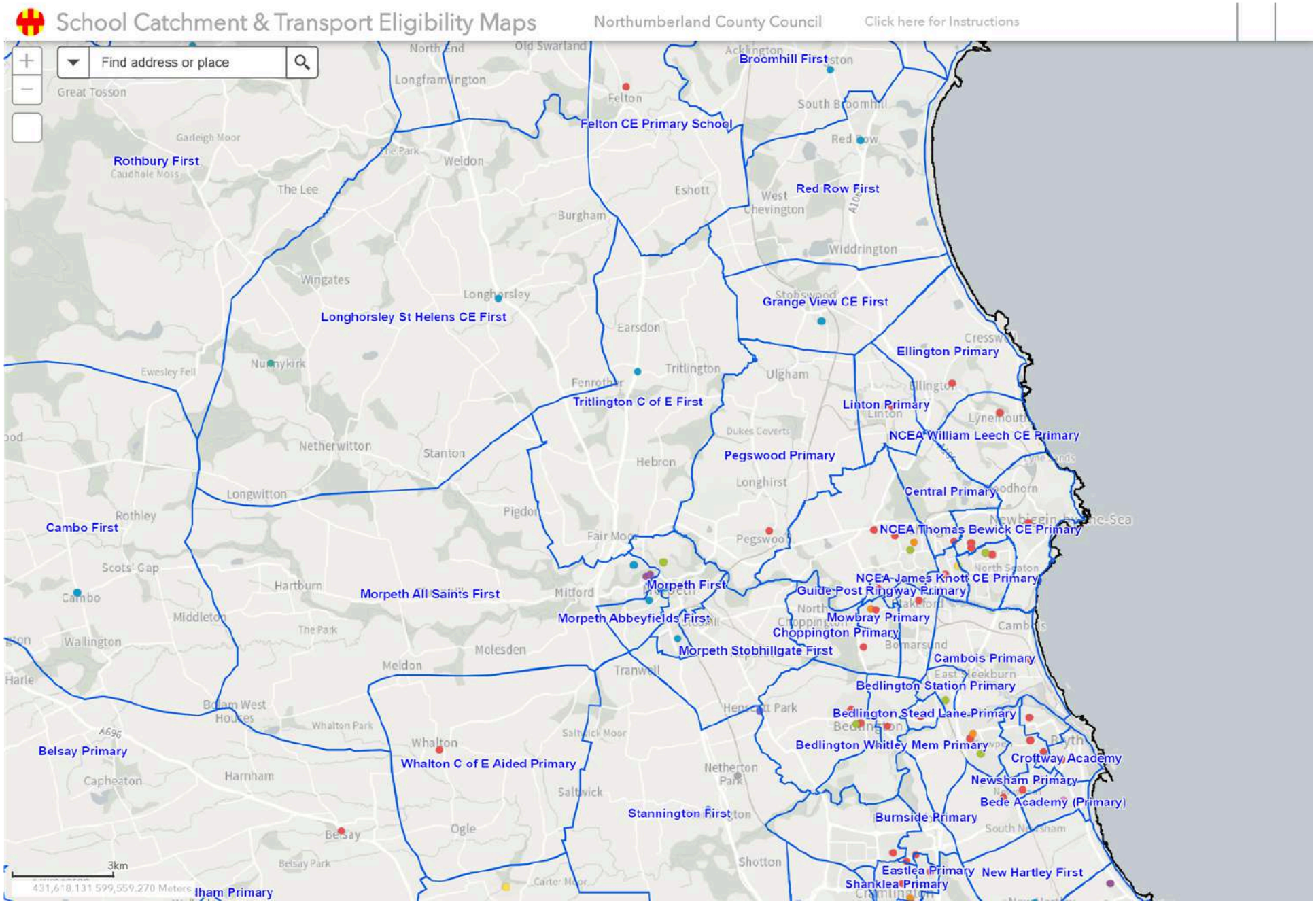
Other Notes:

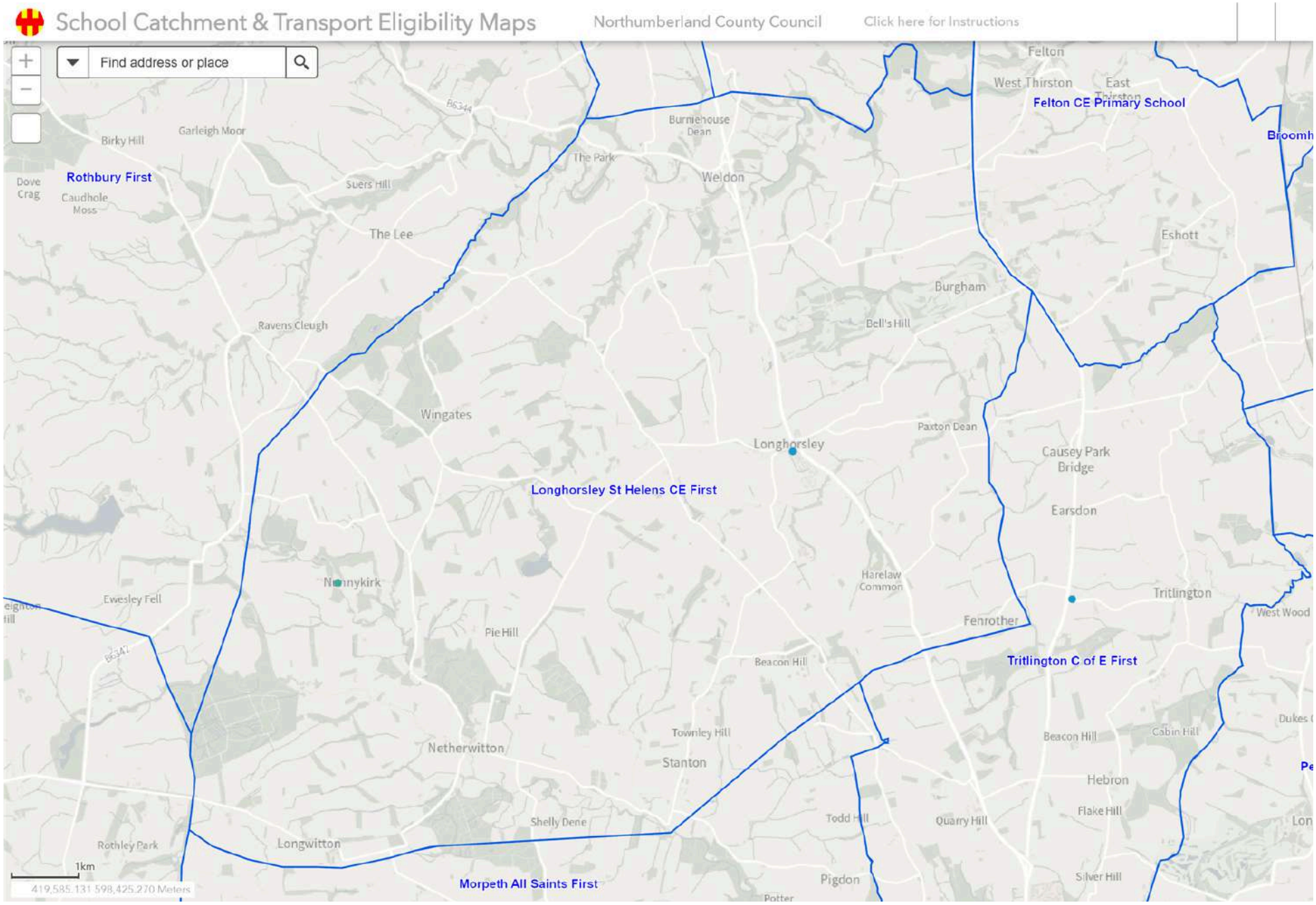
- *'Sibling' refers to blood brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent's/carer's partner – in every case the child should be living in the same family unit at the same address.*
- *Maps showing the boundary of Whalton School's Catchment Area and Longhorsley School's Catchment Area are attached.*
- *If a place is offered on the basis of false information (eg address) or if parents do not respond within the stated timescale to the offer of a place, the Governing Body reserves the right to withdraw the offer.*

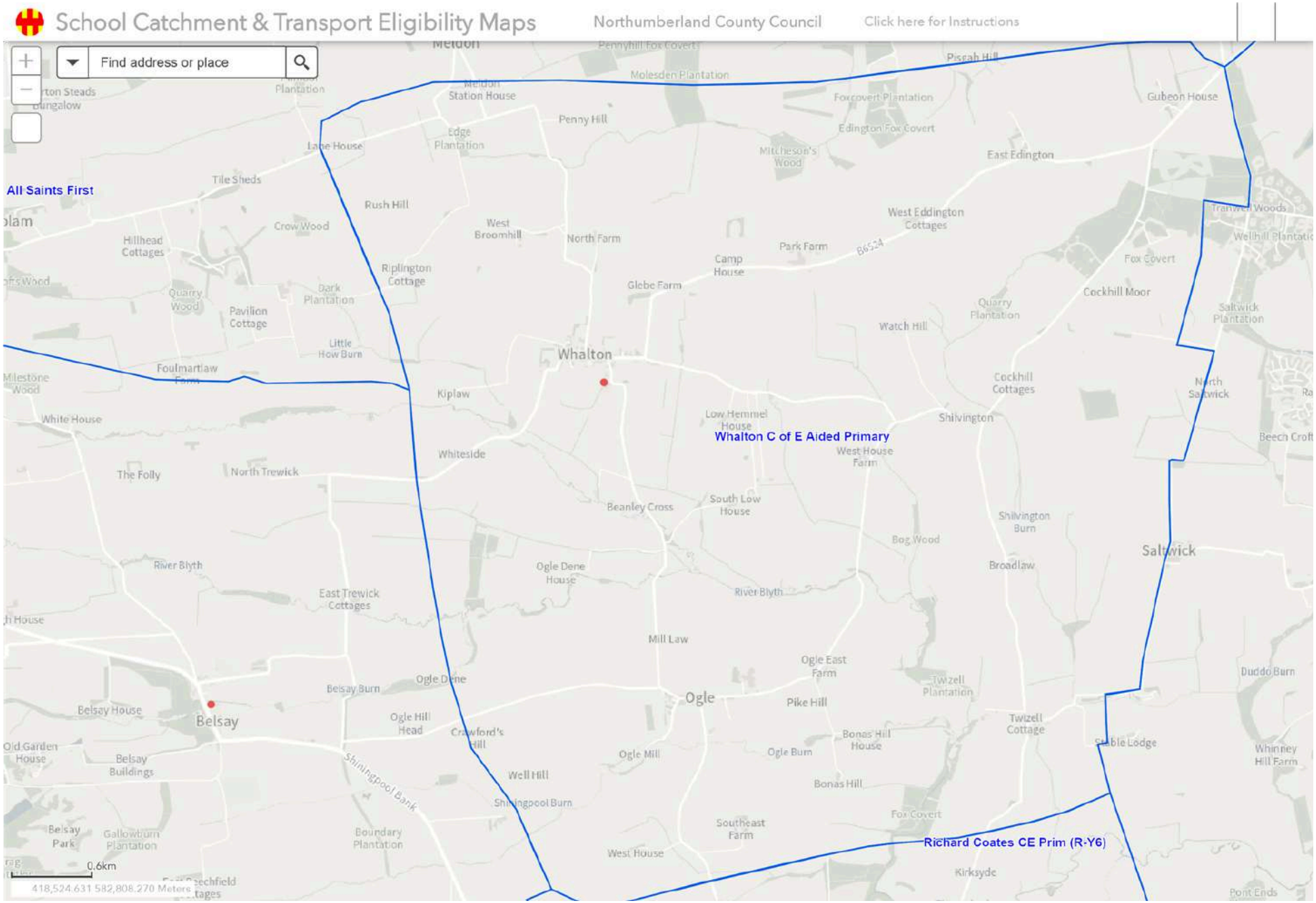
Requests for further information related to admissions should be directed to the Executive Headteacher at the Schools.

To be reviewed annually Reviewed and Approved: Spring Term 2025

Review date : Autumn Term 2026


School Catchment & Transport Eligibility Maps
Northumberland County Council
Click here for Instructions
Find address or place
Broomhill First
Felton CE Primary School
Rothbury First
Red Row First
Grange View CE First
Longhorsley St Helens CE First
Ellington Primary
Tritlington C of E First
Linton Primary
NCEA William Leech CE Primary
Pegswood Primary
Central Primary
Cambo First
NCEA Thomas Bewick CE Primary
NCEA James Knott CE Primary
Morpeth First
Guide Post Ringway Primary
Morpeth All Saints First
Mowbray Primary
Morpeth Abbeyfields First
Choppington Primary
Morpeth Stobhillgate First
Cambois Primary
Bedlington Station Primary
Bedlington Stead Lane Primary
Bedlington Whitley Mem Primary
Crofttway Academy
Belsay Primary
Whalton C of E Aided Primary
Newsham Primary
Bede Academy (Primary)
Stannington First
Burnside Primary
Eastlea Primary
New Hartley First
Shanklea Primary
Iham Primary
3km


School Catchment & Transport Eligibility Maps
Northumberland County Council
Click here for Instructions
Find address or place
Felton
West Thirston
East
Felton CE Primary School
Broomh
Burnthouse
Dean
Birky Hill
Garleigh Moor
B6344
The Park
Weldon
Dove
Crag
Rothbury First
Caudhole
Moss
Suers Hill
The Lee
Eshott
Burgham
Ravens Cleugh
Bell's Hill
Wingates
Paxton Dean
Longhorsley
Causey Park
Bridge
Longhorsley St Helens CE First
Earsdon
Harelaw
Common
Tritlington
West Wood
Ewesley Fell
Pie Hill
Fenrother
Beacon Hill
Tritlington C of E First
Townley Hill
Netherwitton
Stanton
Beacon Hill
Cabin Hill
Hebron
Flake Hill
Shelly Dene
Todd Hill
Quarry Hill
Rothley Park
Longwitton
1km
419,585.131 598,425.270 Meters
Morpeth All Saints First
Pigdon
Silver Hill
Potter


School Catchment & Transport Eligibility Maps
Northumberland County Council
Click here for Instructions
Find address or place
All Saints First
Whalton
Whalton C of E Aided Primary
Richard Coates CE Prim (R-Y6)
Belsay
Ogle
Saltwick
Meldon
Penny Hill
Rush Hill
Kiplaw
Whiteside
North Trewick
The Folly
White House
Foulmartlaw
Little How Burn
Pavilion Cottage
Riplington Cottage
Glebe Farm
Camp House
Park Farm
West Broomhill
North Farm
West Eddington Cottages
East Edington
Watch Hill
Cockhill Moor
Cockhill Cottages
Shilvington
Low Hemmel House
West House Farm
South Low House
Beanley Cross
Ogle Dene House
River Blyth
East Trewick Cottages
Mill Law
Ogle East Farm
Pike Hill
Ogle Mill
Ogle Burn
Bonas Hill
Bonas Hill House
Twizell Cottage
Twizell Plantation
Broadlaw
Bog Wood
Shilvington Burn
Belsay Burn
Belsay House
Belsay Buildings
Old Garden House
Belsay Park
Gallowburn Plantation
Boundary Plantation
Ogle Hill Head
Crawford's Hill
Well Hill
Shiningpool Burn
Shiningpool Bank
Southeast Farm
West House
Kirksyde
Fox Covert
Edington Fox Covert
Forcovert Plantation
Molesden Plantation
Meldon Station House
Edge Plantation
Mitcheson's Wood
Gubeon House
Piseah Hill
Tranwell Woods
Wellhill Plantation
Saltwick Plantation
North Saltwick
Beech Croft
Duddo Burn
Whinney Hill Farm
Stable Lodge
Quarry Wood
Dark Plantation
Quarry Plantation
Hillhead Cottages
Crow Wood
Tile Sheds
Lane House
Milestone Wood
0.6km
418,524.631 582,808.270 Meters