



North East
Learning Trust

Admissions Policy

Biddick Academy

2026/27

Introduction

The North East Learning Trust is the Admissions Authority responsible for applying this policy for Biddick Academy.

The Trust will consider all admission applications sent to them by the Local Authority (LA) and will apply the policy fairly and consistently to every application received.

Published Admission Number (PAN)

The PAN is the number of places we intend to make available for our normal intake. Once the PAN has been set for an Academy, we will not refuse any applications submitted during the normal admission round for Year 7 where the PAN has not been exceeded.

However, if there is an unexpectedly high demand and the Trust believes we could admit additional children, we will inform the LA and either admit children above the agreed PAN or increase the PAN accordingly to accommodate more children.

The PAN applies only to the year of entry (Year 7) and is 195 for September 2026.

Applying for a place in Year 7

To apply for a place at Biddick Academy, parents/carers should complete the common application form (AF) supplied by the LA. The completed application form (AF) must be returned to the LA by no later than **31 October 2025**. Any application forms received after that date will be classed as 'late' and will not be dealt with until all applications received on time have been through the application process.

Address

The address given must be where the child and parents/carers live 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 Trust may request to see the court order, child tax credit letter, child benefit letter, medical card, or other evidence to establish where the child is resident for most of the time during weekdays. *If there is joint custody for the child, then the address of the parent/carer receiving the child benefit will be used.*

Oversubscription criteria for Biddick Academy

1. Children who are 'looked after' or a child who was previously looked after 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 or became subject to a child arrangements order or special guardianship order.

A looked after child is a child who is, at the time of making an application to a school, is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. (See definition in section 22(1) of the Children Act 1989.

Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, religious organisation, or any other provider of care whose sole purpose is to benefit society.

2. Attendance in Key Stage 2 (age7 -10+) at a designated cluster junior or primary school:

- Biddick Primary School
- JFK Primary School
- Fatfield Primary Inspire Academy
- Barnwell Primary Academy
- New Penshaw Primary Inspire Academy
- Rickleton Primary School

3. Sibling Link

An older brother/sister or older child (including adoptive, foster or stepchildren) that shares the same parent/carer and lives at the same address who will still be attending Biddick Academy at the time of admission.

4. Exceptional medical or social need

Parents/carers must submit a supporting medical or psychological report, prepared by a professional. This report should explain why only this Academy can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school/academy are unlikely to be accepted as

exceptional. If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form.

5. Pupils for whom preferences are expressed on grounds other than those outlined above.

Tie breaker

Where the Academy is oversubscribed in any of the above categories, places will be offered based on distance from the centre of the home to the main entrance of the Academy with priority being given to those living closest to the school. Distance will be measured by the shortest safest walking distance, using a Geographical Information System (GIS).

For further information, please see Admissions to Secondary School at www.sunderland.gov.uk

Notification of Places

The formal offer of a place will be issued by the LA to parents/carers on 2 March 2026. The deadline for parents/carers to accept the place offered is 30 March 2026. If parents/carer do not respond by this date it will be assumed that they have accepted the place, however the LA will continue to pursue parent/carers for written confirmation of acceptance for oversubscribed schools.

Re-allocation of Places

Applications will be considered under the reallocation process for any places if they become available, after 2 March 2026 but before 30 March 2026, at any school they have ranked higher on their AF than the school they were offered. For example, where a parent/carer has originally been allocated a place at their second preference school, they may be considered for their first preference but not their third and so on.

Where a parent/carer has been offered a place at a school, which they did not nominate on their AF, they may be considered for all the schools they did nominate on their AF.

Where a parent/carer receives a place at their highest ranked school, they will not normally be considered for re-allocation, nor will they be offered a place at any other school simply because it has places available.

Where there are more applicants than places available, than the priorities used within the Academy's over-subscription criteria will be applied to all applicants according to ranking.

The LA re-allocates any places that may have become vacant since 2 March on 30 March 2026. Places will be allocated in accordance with the Academy's over-subscription criteria, which will include the following:

- those who have not been offered any school place, for example, late applications from parent/carers who have just moved into the area and have not been offered a school place;
- those who have subsequently expressed a preference for a new school not originally expressed on the AF, which will be ranked lower than any other previous preferences ranked on the AF.

Late Applications

Applications received by the closing date take priority over late applications, however, applications which are received for very good reason after the closing date because of exceptional circumstances may be accepted and treated as on time applications provided, they are received on or before 12 January 2026, the date the allocation procedures begin. Parents/carers must provide clear evidence for the Admissions Authority to consider as to why they could not apply during the preference period. Each application will be considered on its own merits and the decision of the Admissions Authority is final.

As far as is reasonably practicable applications for places in the normal admissions round that are received late for 'a good reason' will be accepted provided they are received before 12 January 2026, the date the allocation procedures begin. Each case decided on its own merits.

Applications received after 12 January 2026 (which are not deemed as exceptional) will be considered as late and will not be processed until after 2 March 2026.

Applications received after 2 MARCH 2026 but before 30 MARCH 2026 made direct to any school on the AF must be forwarded to the LA immediately. Where only the supplementary form is received the school must inform the LA immediately so it can verify whether an AF has been received from the parent/carer and, if not, contact the parent/carer and ask them to complete an AF. The LA will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent/carer's order of preference that has a vacancy or if this is not possible, at the nearest appropriate school with a vacancy.

Applications received after 30 March 2026 should be made on the AF and sent to the LA for processing. The Trust as the Admissions Authority will determine whether a place can be offered and notify the LA in advance of their notification to the

parent/carer. Parent/carers who are refused admission will be offered a right of appeal.

Waiting lists/appeals

Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places becoming vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be maintained until 31 December 2026.

Unsuccessful applicants may also contact School Admissions, North East Learning Trust by telephone 0191 5634190 Option 1 or email schooladmissions@nelt.co.uk to be advised of their right to an Independent Appeal Panel and/or request to be included on the waiting list.

Withdrawing an offer of a place

The Trust reserves the right to withdraw an offer of a place if:

- It was made in error.
- Parent/carer fails to respond to the offer of a place within the agreed deadline.
- It is established that the offer of a place was obtained through fraudulent or misleading application.

In-year admission to Biddick Academy

The Trust are responsible for managing in-year admissions, further information can be found in the Trust's In-Year Admission Policy.