



North East  
Learning Trust

An Admissions Policy

# **Admissions Policy – Biddick Academy 2025/2026**



## 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 224 for September 2025).

## Applying for a place in Year 7

To apply for a place at Biddick Academy, parents/carers should complete the common application form supplied by Sunderland City Council. The completed application form must be returned to the City Council by no later than **31 October 2024**. 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.**

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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

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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](http://www.sunderland.gov.uk)

### **Notification of Places**

The formal offer of a place will be issued by Sunderland City Council who will write to parents/carers on 3 March 2025.

### **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 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. The determination of the Admissions Authority will be final.

### **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 2025.

Unsuccessful applicants may also contact School Admissions, North East Learning Trust by telephone 0191 5634190 Option 1 or email [schooladmissions@nelt.co.uk](mailto: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.

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