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# Darlinghurst Academy



## Admissions Policy

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# **Legra Academy Trust (LAT) for DARLINGHURST ACADEMY ADMISSIONS CRITERIA FOR SEPTEMBER 2025**

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Darlinghurst Academy welcomes all applications. If at the closing date for applications, there are not enough places for all those who have expressed a preference to have their child admitted to the academy; places will be allocated using the admission criteria as below. This will not apply to children with statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by school with explanatory notes following:

## **Admission Criteria for all year groups:**

1. Pupils in public care and children that were previously in public care (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);
2. Pupils who have a sibling attending the academy;
3. Pupils of staff at the academy;
4. Pupils who live in the catchment area served by the academy;
5. Pupils of the academy attending Darlinghurst Nursery in the term preceding the application deadline;
6. Remaining applications  
(for all criteria see explanatory notes below)

## **Admission Criteria Explanatory notes:**

**As required by law parents/carers must make a separate application for transfer from nursery to primary school.** Parents must complete a Southend-on-sea Borough Council Common Application Form (CAF) for applications to reception at the academy between 14<sup>th</sup> September and 15<sup>th</sup> January. Pupils cannot be considered under the admission criteria unless an application has been submitted.

## **Pupils in public care and children that were previously in public care (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)**

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

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

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Pupils with Education, Health and Care Plans**

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose statement of special educational needs (SEND) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on [Special Educational Needs and Disabilities \(SEND\) and Local Offer](#)

### **Siblings:**

A sibling is a child who will have an older brother or sister still at the academy at the time of admission. (A sibling of the same parents, will be considered to be a brother or sister whether living at the same address or not. Fostered and adopted children and step, or half brothers and sisters, living at the same address will all be classed as siblings.)

### **Pupils of staff at the school:**

Children will be ranked in admission criteria 3, if they are children of staff at the school in either or both of the following circumstances:

- a) Where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head Of Year Group, Head of Department, Office Manager or SENCO) has been employed at the school for two or more years at the time at which the application for admission to the academy is made; and/or
- b) The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage; and
- c) are the children of the member of staff, living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.

### **Distance and Tie Break:**

In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system for the main round and google maps for in-year admissions. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie-Break to be used to decide between two applications that cannot otherwise be separated:

If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both children will be offered and the sibling will be an 'excepted pupil'.

### **Distance where parents have separated**

The distance is measured the same for all applications. Only one application can be received. The Academy not the LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- 'an application is made that both parents agree to; or
- 'written agreement is provided from both parents; or
- 'a court order is obtained confirming which parent's application takes precedence'

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

### **Catchment areas:**

A look up postcode list is available on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) and a map is provided below.

### **Children attending the Darlington Nursery:**

Children will be ranked in admissions criteria 5 if they are on roll in the Darlington Nursery which is part of the school. In regard to the main round for reception children must be part of the Nursery before the application closing date of 15<sup>th</sup> January of any given year. This is to enable the admission authority to rank applications accordingly. Children admitted to the nursery after 15<sup>th</sup> January will be ranked under these criteria after the national offer day (16<sup>th</sup> April).

### **Waiting lists:**

Children's names will automatically be on the waiting list if they did not receive an offer until the last day of the school year for which they applied, therefore - for reception it will be up to the end of the school year for reception.

### **Over and Under age applications (including children admitted outside normal age group)**

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All other applications for over or under age in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).

Such requests for Schools in Southend-on-sea are directly to the school and the school advises the LA of their decision. Requests for year 3 and 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31<sup>st</sup> October and 15<sup>th</sup> January for year 3 of any given year. Admission authorities must ask parents to submit a full request with any relevant

documentation and should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- of the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the academy will set out clearly the reasons for their decision. (2.17a School Admissions Code 2014).

In circumstances where a child transfers from another school already 'outside of normal age group', the Academy will support any over or under age application where the above has been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

### **Appeals**

Parents unsuccessful in securing a place for their child have the right to appeal to an Independent Admissions Appeal Panel. Details of how to do this can be found on the Academy's website.

- **Main round appeals (transfer to reception year):** Appeals must be lodged within 20 school days of the date of the refusal letter. Appeals must be heard within 40 school days of the deadline for lodging appeals. Details of how to do this can be found on the Academy's website.
- **In year appeals:** Appeals must be lodged within 20 school days of the date of the outcome letter. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. Details of how to do this can be found on the Academy's website.

### **In-year applications**

- To apply for a reception school place after the normal admission cycle or for admission into Years 1-6, parents will need to complete an In-Year application form which is available from the school office and the school website.
- Parents can apply for the next school year anytime in the summer term, i.e. after Easter of any given year and not before.
- Applications in the current school year are processed within a maximum of 10 school days, applications for the next school year are processed in the late summer months and outcomes are communicated in the early Autumn term at the latest.
- Pupils that are refused a place and added to the waiting list and remain on the waiting list until the end of the school year. New waiting lists are created for the next academic year (from the applications for the next school year). Waiting lists from previous years are not rolled over to the next. Parents wishing to continue on a waiting list for a following year are required to make a fresh application.
- As required by the School Admissions Code all applications and waiting list are ranked according to the admission criteria as above. Parents will be notified within 10 school days of the outcome of their application and will be sent a written

outcome, with a reminder of the right of appeal, within 15 School Days. All in-year applications and the outcome are reported to the Local Authority within 2 days or as soon as is reasonably possible.

**Admission Arrangements:**

Prospectuses are available from the academy. The application form used, relating to entry to the academy is the Single Application Form used across the Local Authority. Parents wishing for their child to be considered for entry to Darlington Academy must name the academy as one of their preferences on the form, which will be returned to the Local Authority by the advertised closing date.

The Local Authority follows the process as detailed in the approved admission scheme, published on the Southend Borough Council website and will make offers of places on the National Offer day, 1 March 2024. Appeals are held in May and June. Information on admission to the Academy will also be available from the Borough of Southend annual publication to parents on Secondary School Admissions. Applications for admission to the academy other than for the beginning of Reception should be made directly to the academy using the application form available on the website.

**Admission to the Nursery:**

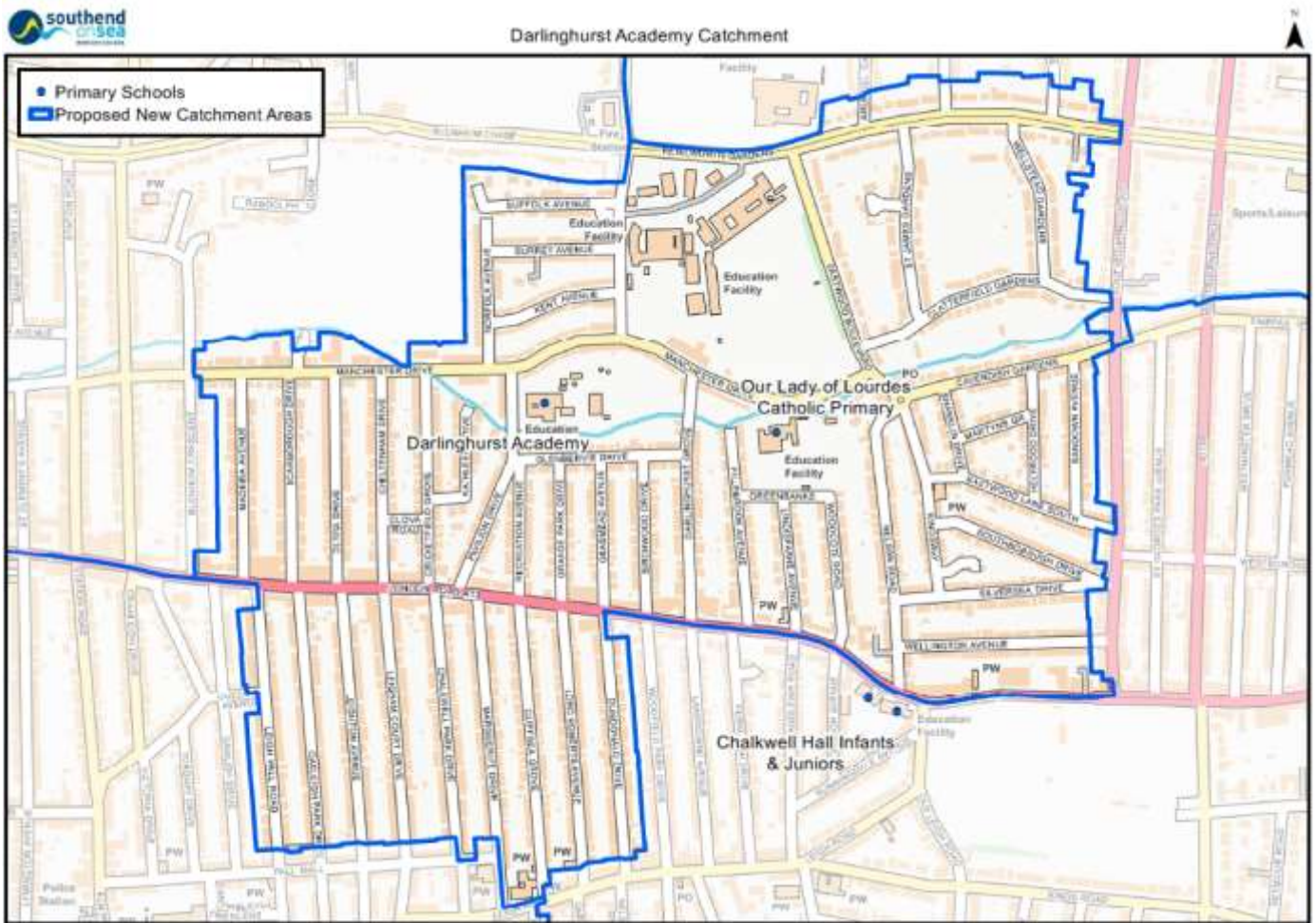
**AM/PM session limit: 32**

The nursery has three intakes in the academic year; September, January and April. Pupils can be admitted after their 3<sup>rd</sup> birthday without reference to ability or aptitude Any given session can have a maximum of 32 pupils in attendance. The oversubscription criteria for the nursery is the same as for the rest of the school.

Nursery admissions are made directly through the school. Please contact us on 01702 509205/ [admissions@darlington.ac.uk](mailto:admissions@darlington.ac.uk)



## Appendix 1: Catchment area map



A drill down map and postcode look up table is available on [www.southend.gov.uk/schoolconsultation](http://www.southend.gov.uk/schoolconsultation)