



CHRIST'S COLLEGE, SUNDERLAND
Emmanuel Schools Foundation

Admissions and Appeals Policy 2025/26

Christ's College Admissions and Appeals

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1. Introduction

Christ's College operates alongside Sunderland Local Authority and the National Guidelines on Admissions and Appeals. Emmanuel Schools Foundation (Trust) is the Admissions Authority for entry into Christ's College, with day-to-day responsibility delegated to Christ's College's governors, and is responsible directly to the Department for Education for all Admissions and Appeals in line with the Schools Admissions Code and in consultation with Sunderland City Council.

The College will consult as required on all aspects of this policy as required by the School Admission Code and place a copy of it on its website.

Parents should note the ethos of the school is non-denominational Christian. The College website explains in more detail what this means. We ask all parents applying for a place here to respect this ethos and its importance to the community. This doesn't affect the rights of parents who are not of the Christian Faith to apply for and be considered for a place.

2. Annual Admissions, September 2025

a. Reception

The Published Admissions Number for Reception is 60.

Places are offered to prospective Reception students at the same time as places are allocated within all other Sunderland schools. This is co-ordinated with the College and the Local Authority, but all queries and appeals are handled by Christ's College directly.

b. Year 7

The Published Admissions Number for Year 7 is 90. There are 90 places in Year 7, which includes the places taken by students transferring automatically from Christ's College Year 6. Places are offered to prospective 'external' Year 7 students at the same time as places are allocated within all other Sunderland schools. This is co-ordinated with the College and the Local Authority, but all queries and appeals are handled by Christ's College directly.

3. In Year Admissions 2025-2026 (Reception – Year 11)

Applications for in-year admissions are to be made directly to Sunderland County Council on the appropriate Common Application form. The Published Admissions Number is 60 for the years Reception to Year 6, and 90 for years Year 7 to Year 11.

4. Over-Subscription Criteria

Applications are welcome from any parent wishing to apply for a place for their child(ren) in the College. If the College is oversubscribed, over subscription criteria will be applied in the following order.

1. The College will adhere to the statutory requirement to give first priority to children with an **Education, Health and Care Plan or a Statement of Special Needs** where the College is the named provider, as agreed between the College and Local Authority.
2. **Looked after Children** or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, residence, or special guardianship order, whom the relevant authorities and/or the parents/guardians wish to attend the College (see Section 22(1) of the Children Act 1989 for a definition of a looked after child).
3. **Children of staff** where the member of staff has been employed for at least two years when the application is made; OR where the member of staff has been recruited to fill a vacant post for which there is a clear skill shortage.
4. **Siblings** of children already in the College when the new applicant is due to start. In the case of normal entry points this means siblings of children already in the College at the end of the “offer year” (i.e. the academic year immediately preceding the academic year for which admission is sought). This includes cases where a sibling can reasonably be expected to still be in the College at the time of his/her siblings proposed admission for example a Year 6 student who could reasonably be expected to progress to year 7. Siblings will be held to include brothers, sisters, step- brothers and stepsisters living permanently together with the child already in the College. Where a child lives with parents with shared responsibility, each for part of the week, the home address will be held to be the address under which the child is registered with his/her doctor.
5. Children who live in the published catchment area for the College where a child lives at more than one address, the main address will be deemed to be that of the parent receiving the Child Benefit payment. The catchment area map is available to view on College’s website.
6. Those children who are eligible to receive the “service premium” under section 14 of the Education Act 2022 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.
7. The **child living closest** to the front gate as measured from the ground floor front door of his or her permanent resident taking the most direct public rights of way.
8. Children with **significant medical or psychological need** as certified by a relevant professional. You must include a medical or psychological report, prepared by a suitably qualified professional, to confirm information that you include in this section. This report must explain why only this school could meet your child’s needs. Common childhood medical conditions such as asthma or giving a child’s nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. If you intend to use this criterion when expressing a preference, please contact the School’s Admissions Registrar before completing the application form. (Eligibility under this category will be considered by a meeting of the School’s Senior Leadership.)

Should two or more children remain tied after all criteria have been applied, lots will be drawn by an independent body to determine to whom the place will be allocated.

5. Waiting Lists

Those children who are not offered a place after all the over-subscription criteria have been applied will be placed on a waiting list, which will be maintained for one full school term. Should a place become available, the College will immediately offer that place to the child at the top of the waiting list. A child's ranking on the waiting list will be determined strictly in line with the criteria above and the requirements of the School Admission Code, and not on the basis "first come first served". Should the parents not wish to take up the place, it will be offered to the child occupying the next place on the list, and so on.

6. Appeals Procedures

Parents who have not been successful in obtaining a place will be informed of their right to appeal. The College will make arrangements for an Independent Appeals Panel to be constituted, in line with statutory requirements. The decision of an Independent Appeals Panel is binding on both parties and the College will make arrangements to admit any child where an appeal has been upheld.

7. In-Year Admissions

In-Year applications include application made part way through a school year or at the beginning of a school year which is not a normal entry point. The College will work closely with the Local Authority to enable a coordinated response to be made to in-year application. To facilitate this, the College will communicate the availability of such places to the Local Authority as requested. Although in many instances the College would be able to fill places from an existing waiting list, careful consideration would be given to all applications as it might be the case that a particular child should, under the requirement of the School Admissions Code, be moved to the top of the list. All in-year application will be treated fairly and, if a place cannot be offered parents will be informed immediately and made aware of their rights of appeal.

8. Reception Year Deferred Entry and part-time admission (Children below compulsory school age)

Please refer to the guidance in the Admission Arrangements and Co-ordinated Scheme section of Sunderland's website: <https://www.sunderland.gov.uk/schools-admissions>
All requests for deferred entry and part-time admission should be made in writing to the Principal.

9. Children educated outside their chronological age group.

Parents can request that their child is admitted outside their normal age group. We ask parents to contact us in writing with as much supporting evidence as they wish why they are requesting admission outside the normal age group for a child. We will consider this and reach a decision in the child's best interests. We will take into account.

- the parent's views;
- the professional judgement of the Principal;
- information about the child's academic, social and emotional development submitted by the parent; information about the child's medical history and the views of a relevant medical professional submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- guidance from the Department for Education on the admission of summer-born children;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

We will advise parents who make a request that they should consider the implications of being taught out of the normal age group as any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the College, but it is not in their preferred year group.

10. Tie Break

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