

# HEMLINGTON HALL ACADEMY



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## ADMISSIONS POLICY

### INTRODUCTION

**Hemlington Hall Academy is the Admissions' Authority for the academy however the academy works with Middlesbrough Local Authority who coordinate admissions into Reception class and Year 7.**

### Admission Numbers

Hemlington Hall Academy has an agreed Published Admission Number (PAN) of 55 pupils for entry in Reception Year. The Academy will accordingly admit at least 55 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 55 or fewer apply.

The admission number will remain the same for the relevant year group throughout the progression of the year group through the school.

In order to ensure that all places are allocated on a fair basis in the case of over-subscription, and to ensure the efficiency of teacher/pupil ratios and health and safety regulations, we have formalised the admissions procedure and have clearly defined the method of prioritising in such circumstances.

The school places no constraints on who may apply for entrance to the school and all applications will be considered and processed in accordance with the guidelines in this documents. Children will be admitted without reference to ability or aptitude.

This document sets out the following:

- Admission criteria to be used in the event of over-subscription.
- The method of applying and the way in which application will be handled.

### DEFINITIONS

Throughout this document the following definitions apply:

**Parent** is defined as the parent or guardian of the child.

**Brother or Sister** is defined as a child between the ages of 4 to 16, living in the same family unit.

**Looked after Child** is defined as a child in public care.

**Home Address** – A child's home address, for the purpose of School Admissions, is considered to be the parent or legal carer's permanent address. If parents do not live together and your child lives for a period of time with each parent, the home address

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will be the one where the parent receiving Child Benefit lives. In the case of temporary address moves such as staying with other family members or temporary accommodation, the parental address will remain at the address at which the child was living before the temporary move took place.

**Compulsory School Age** is defined as the age at which a child must start school. i.e. when a child reaches the age of five, he/she must start school in the term following that birthday.

## **APPLICATION PROCEDURES FOR RECEPTION**

Hemlington Hall Academy and Middlesbrough have a single admission date, with all reception pupils admitted full-time in September 2016.

Parents can defer the date their child is admitted to school until later in the academic year or until the child reaches compulsory school age\*, but not beyond the beginning of the final term of the academic year. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

\*A child reaches compulsory school age on the prescribed day following their fifth birthday. (Or on the fifth birthday if it falls on a prescribed day) The prescribed days are 31 December, 31 March and 31 August

The application procedures for admission to reception classes are in accordance with the Co-ordinated Admission Scheme. It should be noted that all children requiring a reception place at a school must apply for a place even if the child attends the school's nursery.

Parents/carers will be provided with their application forms in November 2015, with the national closing date of 15 January 2016. Parents must complete an application and can express up to three preferences for primary schools, including academies, voluntary aided schools, foundation schools and schools maintained by other Local Authorities.

The exchange of information with other local authorities will be completed by 28 March 2016.

All preferences are considered equally and parents will be informed of their allocated schools on 16 April 2016.

Parents/carers will be able to make on-line applications for admissions for the 2016/17 school year via the Middlesbrough Council website [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk) .

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The timetable for primary school admission arrangements is as follows;

<b>November 2015</b>	Advertisement in local press inviting parents/carers to apply for primary places within the area for September 2016.
<b>16 November 2015</b>	Letter to parents/carers with Common Application Form.
<b>15 January 2016</b>	Closing date for parents/carers to return form or make on-line application.
<b>31 January 2016</b>	List of applicants sent to other admission authorities (i.e. academies, VA schools and other LAs) received by Middlesbrough LA, as the home authority.
<b>6 March 2016</b>	VA Schools, and Academies inform LA of their allocations, as well as list of pupils who have been refused places, with reasons.
<b>March 2016</b>	Exchange of information with other local authorities.
<b>March – April 2016</b>	Local Authority considers preferences and allocated places.
<b>16 April 2016</b>	Letters posted (2nd class) to parents/carers confirming outcome of application. (Emails sent to on-line applicants)
<b>June/July 2016</b>	Appeals as required.

## **Application procedures for Secondary Schools**

Early in September 2015, parents/carers of Year 6 pupils will be provided with an application form, upon which to express up to three preferences for secondary 5 schools, including academies, voluntary aided schools and schools maintained by other Local Authorities.

Parents/carers will be requested to return their applications by a closing date of 31 October 2015. Every effort will be made by the Local Authority to ensure that applications are received by the closing date. All applications will be processed in

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accordance with Middlesbrough's Co-ordinated Admission Scheme and all preferences are considered equally.

Parents/carers will be informed of their child's allocated school place on 1st March 2016. Parents/carers will be able to make on-line applications for admissions for the 2016/17 school year via the Middlesbrough Council website [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk).

The timetable for secondary school admission arrangements is as follows:

<b>7 September 2015</b>	Letter to parents/carers with Common Application Form
<b>31 October 2015</b>	Closing date for return of forms and online applications.
<b>16 November 2015</b>	List of applicants sent to other admission authorities (i.e. academies, VA schools and other LAs) received by Middlesbrough LA, as the home authority.
<b>12 January 2016</b>	VA Schools, other LAs and Academies inform LA of their allocations, as well as list of pupils who have been refused places, with reasons.
<b>January /February 2016</b>	Exchange of information with other Local Authorities. Local Authority considers preferences and allocates places.
<b>1 March 2016</b>	Letters posted (2nd class) to parents/carers confirming outcome of application. (Emails sent to on-line applicants)
<b>April/May/June 2016</b>	Appeal hearings for all schools held as required.

## Over-Subscription Criteria

Where more parents/carers have expressed a preference for a particular school than the admission number, the Local Authority must apply its over-subscription criteria in deciding which parents/carers preferences can be met. After the admission of pupils with Statements of Special Educational Needs or an Education, Health and Care Plan where a particular school is named in the Statement or Plan, the over-subscription criteria for primary and secondary schools will be applied as follows;

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- i) 'Children looked after' (in public care), and children previously 'looked after', but ceased to be so because they were adopted\* immediately following having been looked after. (\* or became subject to a child arrangements order or special guardianship order)
  - ii) Pupils permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required).
  - iii) Pupils who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/carer's partner living at the same address attending the school in the September of admission.
  - iv) Pupils with exceptional social and / or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Only exceptional circumstances such as parents who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application)
  - v) Pupils who reside closest to the academy, measured in a straight line. The measure will be taken from the front door of the pupils' home to the main entrance of the school.

When distinguishing between pupils within the same criteria the pupil with the highest second criteria will be admitted i.e. a pupil living within the admission zone who has a brother or sister attending the school in the September of admission will have a higher criteria than a pupil who lives in the admission zone but does not have a brother or sister attending the school.

N.B. For primary schools attendance at a school nursery does not guarantee a place in the reception class of that school.

## **Late Applications**

Whilst every effort will be made to ensure parental applications are received by the published closing date, applications received after the closing date for oversubscribed schools will only be considered if there is evidence of a good reason for the lateness. Examples of good reasons may include when a single parent has

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been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available in the preferred school. If the preferred school, including the admission zone school, is full, a place will be offered at the school closest to the home address with places available.

Any parent (except under very limited circumstances) whose child has been refused a school place, for which they have applied, will be offered the right to appeal against the Authority's decision.

## **Allocation of Places, which become available before Appeal Hearings**

Where places become available prior to an appeal hearing, they will be allocated from the waiting list in accordance with the over-subscription criteria.

## **Waiting Lists**

Subject to any provisions regarding waiting lists in the coordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more Applications for places than there are places available, a waiting list will operate until the 31st December. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Places from the waiting list will be offered in the priority order set out above, not in order of the date applications are made.

## **Admission of children below compulsory school age and deferred entry to school**

The school provides for the admission of all children in the September following their fourth birthday. Where the school offers a child a place at the school, that child is entitled to a full-time place in the September following their fourth birthday. Parents may request that (a) the date their child is admitted to school is deferred until later in the same 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 the offer was made), or (b) their child attends part-time until they reach compulsory school age (but not beyond the point at which they reach compulsory school age).

In these circumstances the child must start school full-time no later than the start of the term after their fifth birthday. The academy's view is that deferral or part-time attendance may be appropriate in exceptional circumstances, for example, where

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health, educational or care needs would make a deferred start the most beneficial for the child. But generally pupils should commence school in the September following their fourth birthday.

If you would like to discuss this further, please contact the Head Teacher.

## **Admission of children outside their normal age group**

In exceptional circumstances parents may seek a place for their child outside their normal age group, 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 (i.e. a child born from 1 April to 31 August) may prefer not to send their child to school until the September following their fifth birthday and request that they are admitted out of their normal age group – to reception rather than year 1.

The academy's view is that admitting a child outside their normal age group may be appropriate in exceptional circumstances. The academy will take into account all relevant factors on a case-by-case basis including the parent's views; the Head Teacher's views, information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age 9 group; whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and any other relevant factors.

When informing a parent of its decision on the year group the child should be admitted to, the academy will set out clearly the reasons for their decision. There is no statutory right of appeal against this decision.

If you would like to discuss this further, please contact the Head Teacher.

## **IN YEAR ADMISSIONS**

Applications for a school place after the start of the year, or for any other year group, are processed by the Local Authority's Schools Admission Team on 01642 201891, if they require a school place. The Admissions Team will then liaise with parents to complete relevant paperwork, and to confirm the offer or give details as to why it has been denied.

Parents are encouraged to contact the school to make a visit prior to the application.

If a place is offered, parents are asked to contact the school again so that the relevant paperwork can be completed, and a start date negotiated.

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Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next available school with places.

Pupils will not be admitted over the published Admission Number for the school unless:

- Exceptional circumstances, as defined in the Schools Admissions Code; or
- Where additional school places need to be provided; or
- The pupil is admitted as part of the 'fair access protocol' agreed with schools in the area.

Parents have the right to appeal should their child be refused a place at the school of their choice. Hemlington Hall Academy has an independent Appeals Panel which deals with all appeals, subject to the relevant provisions of the schools Admissions Code published by the Department for Education.

## **Appeals**

Parents who wish to appeal against the decision of the Admissions Authority to refuse their child a place in the academy may apply in writing to the Hemlington Hall Academy Board of Directors at the following address, setting out the grounds for appeal:

Hemlington Hall Academy  
Briscoe Way  
Hemlington  
Middlesbrough  
TS89SJ

- Appeals will be heard by an independent panel in accordance with the School Admissions Appeal Code.

**Author:** K. Edmenson in consultation with L.A. Admissions  
**Reviewer:** Governing Body Raising Achievement Committee  
**Date:** 16<sup>th</sup> July 2015  
**Review Date:** 16<sup>th</sup> July 2016