



ADMISSIONS POLICY: 2020-2021

The proposed admission number for Year 7 in September 2020 is 170.

Students who have an Education, Health and Care Plan (EHCP) where this school is named in the plan will be admitted.

Over-Subscription

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Children looked after or previously looked after by a Local Authority.
2. Children who live in our catchment area and who, at the time of admission, will have a sibling attending the school.
3. Other children who live in our catchment area.
4. Children who live outside our catchment area, but who are attending a named feeder school (Brookhill Leys Primary School, Greasley Beauvale Primary School, Springbank Primary School and Lawrence View Primary School) on the closing date for applications, and who will have a sibling at the school at the time of admission.
5. Children who live outside our catchment area and who, at the time of admission, will have a sibling attending the school.
6. Children who live outside our catchment area but who are attending a named feeder school on the closing date for applications.
7. Other children who live outside the catchment area.

If applications exceed the number of places available the school will operate a waiting list in which priority for places will be given on the basis of the above criteria.

Measuring distance ‘as the crow flies’

In the event of over-subscription within any criterion preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the reception building of the school by the Local Authority which currently uses a computerised measuring system. In the event of two distances being equal, lots will be drawn and independently verified.

In-Year Admissions

In year applications need to be made directly to the school. Application forms are available from the school's office. If a place is not available in the year group for which a student applies, the application will be refused and placed on the waiting list. Names are placed on this waiting list in the rank order of our published over-subscribed criteria, not in the date order by which they are received. This also applies to students in Years 8 – 11 who are applying for a school place starting in September 2020.

Late applications

Late applications are those submitted after the closing date for the coordinated admissions scheme. These applications will not be considered until after all applications made on time have been processed and places have been offered. Late applications will only be considered as specified in the coordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for application or can establish at the time of completing the form that there were exceptional reasons for missing the closing date, such as family bereavement, hospitalisation, family trauma. Supporting evidence may be required.

When the school is informed by the Local Authority that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within four weeks, the school will notify the Local Authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

Waiting List

If, after the offer of places has been made up to the Published Admission Number (PAN), the school is over-subscribed, all unsuccessful applications will automatically be placed on the waiting list which will be administrated by the governors of the school in partnership with the Local Authority . The position on this waiting list will be determined by the school's published over-subscription criteria. Once the coordinated scheme is closed, the waiting list will be maintained until 31 December 2020.

Independent Appeals

Parents have a statutory right of appeal against the refusal of a school place before an independent appeals panel. This appeal needs to be lodged up to 20 days from the notification that your application has been unsuccessful. Full details of the right to appeal, including the deadline, will be included with the letter confirming the refusal of a place.

Coordinated admission scheme

All application for places in the normal year of entry are made to the home local authority on the common application form (CAF). For entrance to the school in **September 2020** the

closing date of the coordinated admission scheme is **31 October** preceding the admission to secondary school. Places are allocated on National Offer Day: **1 March**.

Admission to the Sixth Form including admission number for those admitted for the first time

To be accepted on to Level 3 courses students will need five GCSE passes at Grade 4 or above (or equivalent). Application forms can be found on the school's website. The deadline for applications for admission in September 2020 is December 31 2019. Late applications will be considered in line with admissions criteria for Year 7. Any applicant refused entry can appeal against the decision. Should oversubscription criteria be required, they will be as for Year 7, with the exception of Criteria 6.

Withdrawing an offer of a place

Offers of a place can be withdrawn where the place has been offered in error, a parent has not responded to the initial offer by 31st May 2020, or if it has been established that the offer has been obtained through a fraudulent or intentionally misleading application, such as a false claim to residence in the catchment area.

Admissions of children outside the normal age group

Parents have the right to seek a place for their child outside the normal age group, but it is at the Governing Body's discretion as to whether such a request is agreed. The requests are not applications for admission which need to be done in the usual way and considered with all other applications for that Year group after the initial request has been made and decided. The Governing Body will consider the Admissions code in making their decision (see page 25 paragraph 2.17A of the Admissions Code) which can be found using the following link <https://www.gov.uk/government/publications/school-admissions-code--2>)

Parents should submit a request in writing to Hall Park Academy and include documentary evidence in support of this request, such as medical notes from the child's GP, hospital consultant or social worker. Decisions will be made based on the circumstances of each case and in the best interests of the child concerned. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified in writing by the Governing Body of the reasons for the decision.

Fair Access Protocol

The academy, as all admissions authorities are obliged to, participates in the Local Authority's Fair Access Protocol.

DEFINITIONS:

Residence

This is defined as the child's ordinary place of residence which is deemed to be the residential property at which the child lives and sleeps for more than 50% of their time from Monday to Friday during term time and will usually be the address at which they are registered with their GP, dentist or optician (where applicable), and at which Child Benefit is claimed (if eligible).

Looked after Children

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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

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). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

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

Siblings

The governors define siblings as being those children who share the same biological parents. This includes half-brother or half-sister or legally adopted child living at the same address as the child.

Where applications are received in respect of twins, triplets, children of other multiple births, or siblings born in the same school year, the Governing Body will admit above the planned admission number where necessary. Children of friends or extended family members are not included in the documentation, even if they live at the same address.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.