

# HEMLINGTON HALL ACADEMY



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## ADMISSIONS POLICY 2019/20

### INTRODUCTION

**Lingfield Education Trust 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 will be the one where the parent receiving Child Benefit lives. In the case of temporary

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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 from the start of term in September.

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 able to make on-line applications for admissions for the 2019/20 school year via the Middlesbrough Council website [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk).

The timetable for primary school admission arrangements is as follows:

|                         |                                                                                                                      |
|-------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>16 November 2018</b> | Advertisement in local press inviting parents/carers to apply for primary places within the area for September 2019. |
| <b>16 November 2018</b> | Letter to parents/carers with Common Application Form.                                                               |
| <b>15 January 2019</b>  | Closing date for parents/carers to return form or make on-line application.                                          |
| <b>31 January 2019</b>  | List of applicants sent to other admission authorities (i.e. academies, VA schools and                               |

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|                                      |                                                                                                                                 |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
|                                      | other LAs) received by Middlesbrough LA, as the home authority.                                                                 |
| <b>6 March 2019</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 2019</b>                    | Exchange of information with other local authorities.                                                                           |
| <b>By 28<sup>th</sup> March 2019</b> | Local Authority considers preferences and allocated places.                                                                     |
| <b>16 April 2019</b>                 | Letters posted (2nd class) to parents/carers confirming outcome of application. (Emails sent to on-line applicants)             |
| <b>20 May 2019</b>                   | Closing date for Appeals                                                                                                        |
| <b>June/July 2019</b>                | Appeals to be heard by independent panels                                                                                       |
| <b>31 December 2019</b>              | Admission Round ends. Waiting Lists close.                                                                                      |

**\*NB: Attendance at a school nursery does not guarantee a place in the reception class of that school.**

## **Application procedures for Secondary Schools**

Early in September, parents/carers of Year 6 pupils will be provided with an application form, upon which to express up to three preferences for secondary 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 2018. 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 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 2017. 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 secondary school admission arrangements is as follows:

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|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>11 September 2018</b>      | Letter to parents/carers with Common Application Form. Online application opens.                                                                       |
| <b>31 October 2018</b>        | Closing date for return of forms and online applications.                                                                                              |
| <b>16 November 2018</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>11 January 2019</b>        | Own admission authority schools to advise LA of pupils who could be offered places in order of their oversubscription criteria                         |
| <b>11 Jan – 20 Feb 2019</b>   | Exchange of information with other Local Authorities. Local Authority considers preferences and allocates places.                                      |
| <b>1 March 2019</b>           | National offer day. Letters posted (2nd class) to Parents / carers confirming outcome of application. (Emails sent to on-line applicants)              |
| <b>29 March 2019</b>          | Closing date for Appeal Forms                                                                                                                          |
| <b>May / June / July 2019</b> | Appeal hearings for all schools held as required.                                                                                                      |
| <b>31 December 2019</b>       | Admission Round ends. Waiting Lists close.                                                                                                             |

## **Over-Subscription Criteria**

Where more parents/carers have expressed a preference for a particular school than the admission number, the Academy 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 Hemlington Hall Academy will be applied as follows;

- 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)

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- 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.

## **Late Applications**

Forms received after the closing date will be dealt with after all the other applications unless there is a good reason for their lateness, e.g. if a family moves into the area. In these cases the application can be considered along with all of those that came in on time providing the allocation of places has not already been completed.

## **Waiting Lists**

Waiting lists for both Reception and Year 7 will be maintained until 31 December 2019. Any places that become available will be allocated in accordance with the published oversubscription criteria.

## **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

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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 health, educational or care needs would make a deferred start the most beneficial for the child. 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<sup>st</sup> April to 31<sup>st</sup> 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 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 Middlesbrough 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.

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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.

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**

In the event that, after all the Admissions over-subscription criteria have been applied and your child has not been offered a place at Hemlington Hall Academy, parents may appeal against the decision of the Admissions Authority. Details of how to appeal are available on request from the Clerk to the Board, Lingfield Education Trust, Lingfield House, Lingfield Point, Darlington, DL1 1RW or via [enquiries@lingfieldeducationtrust.com](mailto:enquiries@lingfieldeducationtrust.com)

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**Reviewer:** Local Governing Body

**Date:** 25<sup>th</sup> January 2018

**Review Date:** December 2018 (in advance of 28.2.19 for 2020-21 Policy and Website update)