



# Admissions Policy

## 2024 – 2025

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| Audience:               | Parents<br>REAch2 Staff<br>Local Governing Bodies<br>Cluster Boards<br>Trustees |
| Ratified:               | REAch2 Education Committee<br>December 2022                                     |
| Other related policies: |   |
| Policy owner:           | Calum Marriott, Project Manager   |
| Review:                 | Annually  |

At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.



## Leadership

Finding the leader in all of us.



## Inclusion

Realising the greatness in our difference.



## Learning

Creating exceptional opportunities for learning.



## Enjoyment

Loving what we do.



## Inspiration

Feeling the power of the possible.



## Integrity

Being courageously true to our purpose.



## Responsibility

Unwavering commitment to seeing things through.

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## Policy Overview

Admission arrangements for all mainstream academy schools must comply with the [School Admissions Code](#) and the [school admission appeals code](#).

Academies must publish the admission arrangements for their school on their website by 15 March each year, and keep them there for the whole of the offer year. This is the school year in which offers for places are made.

They must also set out how in-year applications will be dealt with for their schools by 31 August at the latest each year and also publish a timetable for organising and hearing admission appeals for their schools by 28 February each year

Heath Hayes Academy (the School) is a primary academy located at Wimblebury Road, Heath Hayes, Cannock, Staff, WS12 2EP, and is part of REAch2 Academy Trust (the Trust).

The School joined the REAch2 Academy trust in January 2014. At Heath Hayes we pride ourselves on academic excellence along with nurturing children to grow into well-rounded, confident, happy children. The curriculum offers children exciting opportunities to apply their learning in a variety of different contexts which therefore makes learning real and engaging.

More information about the School is available on its website: <http://www.heathhayesacademy.co.uk/>

The Trust is the 'admission authority' for all of its academies, and has developed an Admissions Policy which is compliant with the School Admissions Code 2014 (the Code) and other guidance/legislation using a Trust-wide approach to admissions, following public consultation. The Trust's aim is to ensure all of its academies have simple, consistent admission arrangements that focus on serving the local community and reflect the Trust's vision and values.

More information about the Trust is available on its website: [www.reach2.org](http://www.reach2.org)

## Definitions

The following definitions apply for the purposes of this policy:

**EHC Plan** – An education, health and care (EHC) plan is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC plans identify educational, health and social needs and set out the additional support to meet those needs.

**In-Year Admissions** – An in-year admission application is one that is made outside of the normal time of transfer between schools, for example when a family moves house part way through a school year.

**Oversubscribed** – Having more applications than available places.

**PAN** – The PAN is the number of pupils the school will admit in to Reception.

**Parent** – In this policy, the term 'parent' means a natural or adoptive parent of the child, as well as a person who is not the natural or adoptive parent of the child, but who has care of the child, or parental responsibility for the child. This is the legal definition of a 'parent' in education law.

## Policy In Detail

The published admission number (PAN) for Heath Hayes Primary Academy is 30 pupils.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Academy Trust by Staffordshire County Council in accordance with the local coordinated scheme.

### **Statutory Maximum Infant Class Size**

By law, infant classes (i.e. classes in Reception Year, Year 1 and Year 2 class) with a single school teacher are not permitted to contain more than 30 pupils, except in certain circumstances as set out below.

Some children are deemed to be 'excepted pupils', which means that they can be admitted to year group over its PAN and into a class over 30 pupils. These include (but are not limited to) children with an EHC plan and looked after children and previously looked after children placed outside the 'normal admission round'. Further information is contained in the Code.

### **Equality**

The Trust and the School are familiar with, and fully comply with, their duties and responsibilities under the Equality Act 2010 in relation to children with protected characteristics, and this policy has been developed with regard to those responsibilities.

### **Home Address**

The 'home address' is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

The exceptions to this rule are the children of UK Armed Forces service personnel with a confirmed posting to their area, or Crown Servants returning from overseas to live in the area, for whom an application for admission may be made in advance of their move where it is accompanied by an official letter that confirms the intended relocation date and a Unit postal address or quartering area address for the child.

### **Children at the School's Nursery**

Parents should note that children who attend the School's nursery will not automatically transfer to

Reception Year at the School. An application for admission to Reception Year must be made in the normal way.

### **Children with an Education Health and Care Plan (EHC Plan)**

Children with an education health and care plan (EHC plan) are admitted to school under separate statutory procedures managed by the child's Local Authority, and not under this policy.

Where the child with an EHC plan which names the School will be admitted in the 'normal admission round', they will be allocated places in Reception Year before other applications are processed, which will reduce the number of available places within the published admission number (PAN). At all other times, the child will be admitted even where this means exceeding the PAN.

### **Oversubscription criteria**

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children and previously looked after children
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. All other children

### **Definitions relating to the criteria**

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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).

Children will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants under this criterion will also need to fill in a Supplementary Information Form (SIF) evidencing state care outside of England. The SIF is available from the school website or school office.

2. 'Siblings' – For applications made in the normal admission round a relevant sibling is a child who has a brother or sister, adopted brother or sister, stepbrother or stepsister, foster brother or sister, or the child of a parent's co-habiting partner; living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

3. This option is only available for all staff with a permanent contract to work at the school (and not employees in REAch2 cluster or central teams); it will be subject to confirmation by an independent REAch2 non-executive that, on the evidence available, the member of staff is recruited to fill a post where there is a demonstrable skills shortage. Staff must contact the school Headteacher when applying for a place under this criterion. The Headteacher will provide a letter to the Admission Authority and Local Authority Admissions Team confirming the staff members full time employment.
4. 'All other children' refers to all applicants who do not fall in to any of the categories above.

### **Tie Breaker**

Where the number of applications exceeds the number of places available within any of the categories above, the order in which places will be allocated will be determined by reference to the distance between the child's home address (as defined by this policy) and the School, with those living nearer receiving higher priority.

The local authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data.

If we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Where multiple birth siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

### **Late applications**

All applications received on or by the closing date will be considered equally. Late applications can be accepted. All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list

### **Deferred entry for Reception places**

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5<sup>th</sup> birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

### **Admission of children outside their normal age group, including for 'summer-born' children**

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Admission Authority will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the

child, taking account of the evidence and rationale provided by the parents/carers.

### **Waiting Lists**

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until the cohort concerned leaves year 2 and parents will be written to each year to ask whether they wish their child's details to remain on the list.

The waiting list will be maintained by Staffordshire County Council, and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria (not by date in which the child's name was added). Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **Appeals**

Parents have a statutory right of appeal to an Independent Admission Appeal Panel against the refusal of a place at the School for their child. Admission Appeal Panel Hearings are conducted strictly in accordance with procedure and criteria set out in the School Admission Appeals Code 2012, which is accessible on the Department for Education's website:

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

Staffordshire County Council administer appeals on behalf of Heath Hayes Primary Academy. Further information about the appeals process can be found [here](#).

### **In-year Admissions**

Parents or carers seeking to be admitted to Heath Hayes Primary Academy may make an application directly to the school using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that in the case of transfers between local schools, any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

### **Fair Access Protocol**

Heath Hayes Primary Academy participates in Staffordshire County Council's fair access protocol. For a copy of Staffordshire County Council's fair access protocol, please visit – [SCC Fair Access Protocol](#)

### **Policy Review**

The Admissions Policy will be reviewed annually or sooner, taking into account any legislative changes and the latest guidance issued by the DfE.

Any changes made to this policy will be communicated to all relevant stakeholders.