



Leamington Hastings Church of England Academy Admissions Policy

2017-18

1. Introduction

This document sets out the Policy of Leamington Hastings C of E Academy with respect to Admissions. The Diocese of Coventry Multi Academy Trust (the MAT), is the Admission Authority for the academy. The Local Governing Body is delegated to act in respect of admissions on behalf of the MAT.

Recognising its historic foundation, the academy will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The academy aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

In accordance with government legislation, the Governing Body consults with the Multi Academy Trust, Diocesan Board of Education, the Local Authority, other local academies, parents and other relevant persons in respect of its admissions arrangements.

2. Aims

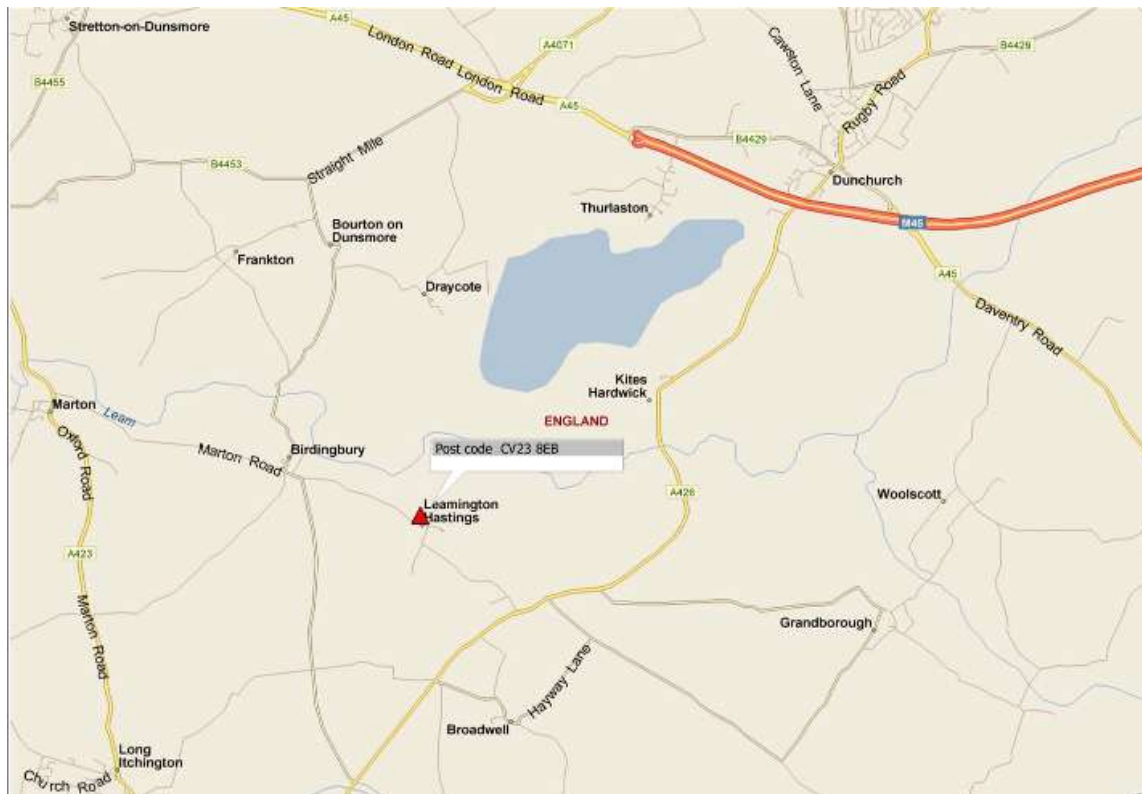
The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to make the best decisions on the preferred academy for their children.

3. Published Admission Number (PAN)

Every year the Local Governing Body will review and publish information concerning the academy's admission policy. This will confirm the maximum number of children to be admitted to the academy for the year of intake. The academy's published admission number for year 2017 is 18. If the number of applications is lower than the academy's published admission number, all applicants will be admitted. If there are more applications than places available then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

4. Priority area

Priority is given to children from the parishes of Leamington Hastings (which includes Broadwell, Kites Hardwick and Hill), Birdingbury, Willoughby, Grandborough and Wolfhamcote (which includes Flecknoe). However, when numbers permit, children are admitted from other areas.



5. Over-subscription Criteria

Where more applications have been received than places available or where to admit would conflict with the academy fulfilling class size legislation, the following priorities shall apply in order:

a) Looked After Children

Children within Local Authority care as defined in Section 22 of the Children's Act 1989, for example children in residential homes or foster care, and also children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption & Children's Act 2002) or because they became subject to a child arrangement order or special guardianship order (under the terms of the Children's Act 1989).

b) Siblings who live in the priority area of the academy

A child is considered in this category if a sibling is attending the academy at the time of application and will continue to do so the time of admission i.e. at the start of the new academic year, and where the child lives within the priority area at the same address as the sibling.

c) Other children who live within the priority area of the academy

d) Siblings who live outside the priority area of the academy

e) Any other children not categorised above

Note 1

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that name Leamington Hastings C of E Academy will be offered a place first. This will reduce the number of places available.

Note 2

The definition of sibling is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children have one common parent;
- A stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership;
- An adopted or fostered brother or sister.

The children must be living permanently in the same household.

- Priority is *not* given if the brother or sister attends the nursery unit.

Note 3

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

Note 4

If the academy is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the academy (priority being given to the shorter measurement). The Local Governing Body will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no vacant places and the twin or sibling has been given the last place in the year group.

6. Distance

Distance will be calculated by the straight line measurement from the centre of the applicant's home address location to the centre point ('centroid') of the preferred academy.

If two or more children with the same priority for admission live an indistinguishable distance from the academy, but cannot both be admitted, then the places will be decided by the drawing of names from a hat, and this will be independently overseen.

7. Starting at the Academy

An academy place in the Reception class is available for children from the September following their 4th birthday. Where a place has already been allocated, parents can defer the date their child is admitted to the academy until later in the academic year but not beyond the point at which they reach compulsory academy age* and not beyond the beginning of the final term of the academic year for which it was made. Where parents wish, a child below compulsory academy age may attend part-time until later in the academic year but not beyond the point at which they reach compulsory

academy age. Once a place has been allocated, parents should make their wishes regarding deferment or part-time attendance clear to the admissions authority.

*compulsory academy age – a child reaches compulsory academy age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Applications for children to be admitted into a class outside of their normal age group

Parents may seek a place for their child outside their normal age group. This should be made clear at the time of application. The application will be considered alongside all other applications in accordance with the Local Authority co-ordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the academy for which they have applied. This right does not apply if they have been offered a place at the academy but it is not in their preferred age group.

8. Normal admissions round application process

Application for the normal admissions round is via a Common Application Form (CAF), which can be accessed and submitted online through the home LA or hard copies are available from the Local Authority or the academy. The Common Application Form should be returned to Warwickshire County Council by the date given by the Local Authority.

Applications from families moving into the area will be considered as on time if they are submitted and accompanied by proof of address by the date given by the Local Authority.

Late applications i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed. The Leamington Hastings C of E Academy cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

Once an offer of an academy place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of a place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, an application may be made afresh, and a right of appeal taken up if an offer of place is refused.

There is no guarantee of transfer from nursery to reception class; a separate application must be made for any transfer from nursery to the academy.

9. Waiting Lists

In the normal admissions round, it is necessary to complete a Local Authority Common Application Form to apply for an academy place. Registering interest with the academy before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the academy's behalf in the normal admissions round.

If the academy is oversubscribed following the normal admissions round, a waiting list will be maintained, until December 31st of that year. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received or if the offer of a place that becomes available is taken up or declined. **The waiting list will close at the end of the autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a**

newly constructed waiting (or continued interest) list, which will operate for the remainder of that academic year. Non-receipt of written confirmation will result in not being placed on the newly constructed list.

10. Multiple Births

If possible, places will be offered at the same academy to twins, triplets and children from other multiple births. For infant classes, a child whose twin or sibling from a multiple birth is admitted (other than as an excepted pupil) will be a legal exception to infant class size limits.

11. Equal Opportunities Policy

The admissions policy of Leamington Hastings C of E Academy is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. Where applications exceed places available, offers will be made in accordance with the oversubscription criteria.

12. In-Year Admissions

Parents should apply directly to their home Local Authority who coordinate admissions through the course of the year. If there are more applications than places available in the year group concerned, the Local Governing Body will apply the oversubscription criteria to all the applications and inform the Local Authority if a place is available. The Local Authority will notify parents of the outcome.

13. Fair Access (IYFA protocol, in-year fair access protocol)

The Local Governing Body recognises its duty to work with the Local Authority during the course of the year to provide fair access for “hard to place” children, even where the academy has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

14. Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Local Governing Body to refuse application for an academy place. An Independent Admission Appeals Panel will be arranged by the academy and details of the appeals procedure are available from the academy

Enquiries or comments about this policy should be addressed to:

The Chair of Governors

*c/o Leamington Hastings C of E Academy
Birdingbury Road
Leamington Hastings
Rugby
Warwickshire
CV23 8EA*

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Local Governing Body.