



STEP Academy Trust

Admission Policy 2016 to 2017

Heathfield Academy

This admission policy relates to Heathfield Academy which is situated within the London Borough of Croydon.

Published Admission Number (PAN)

Heathfield Academy will open in September 2015 with two classes in Reception Year, and then grow in size each year until it reaches full capacity in September 2021. The following table sets out how Heathfield Academy will expand over the intervening period:

	2015	2016	2017	2018	2019	2020	2021
Reception	60	60	60	60	60	60	60
Year 1		60	60	60	60	60	60
Year 2			60	60	60	60	60
Year 3				60	60	60	60
Year 4					60	60	60
Year 5						60	60
Year 6							60
TOTAL	60	120	180	240	300	360	420

The academy will admit 60 children into Reception Year.

Pre-Application Visits

The academy welcomes visits from parents and children before application and will be flexible in trying to ensure that parents can look around at a mutually convenient time. Parents who wish to visit should telephone the academy's office to arrange an appointment with a member of the admissions team. If possible, the academy will arrange for a member of the Senior Leadership Team to be available to answer any questions that parents may have on the day of the visit.

The academy's prospectus contains further details in relation to the facilities which are available at the academy.

Age at Date of Admission

The academy admits “rising five” children, which means that children will be admitted to Reception Year at the academy in the September following their fourth birthday. A child does not, however, reach compulsory school age until the first prescribed days following their fifth birthday. The prescribed days are 31 December, 31 March and 31 August.

Following the offer and acceptance of a place, parents may request that their child defers taking up their place until their child reaches compulsory school age. Parents may also request that their child takes up their place on a part time basis until compulsory school age is reached.

Children with a Statement of Special Educational Needs/Education Health and Care Plan

Children with a Statement of Special Educational Needs/Education Health and Care Plan where the academy is named within the statement/plan will automatically be admitted to the Academy without reference to the oversubscription criteria outlined below.

Oversubscription Criteria

All children applying for a place at the academy will be offered a place, unless more applications are received than there are places available, in which case places will be offered in accordance with the following order of priority:

Priority 1 – Looked After and Previously Looked After Children:

Looked after and previously looked after children will be admitted under this priority.

A “Looked after child” is a child in public care at the date on which the application is made. A “Previously looked after child” is a child who was in public care, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately after being in public care.

An application under this priority must be supported by the relevant Local Authority Children’s Services Department. In the case of a previously looked after child, a copy of the adoption or special guardianship order must also be supplied.

Places under this priority will be allocated according to proximity of the child’s main home address to the academy, with those living closest to the academy receiving higher priority.

Priority 2 – Children with Medical Need requiring Admission to This Academy Only:

Children for whom Heathfield Academy is the **only** school that is appropriate for the child to attend because of the child’s medical needs, or because of a serious and ongoing medical condition of one or both of their parents which would prevent the parents being able to make arrangements to take their child to and from any other school, will be admitted under this priority.

Applications under this priority must be accompanied by Priority 2 Form, Part A of which must be completed by the parents before being provided to the child or parent’s G.P. or hospital consultant who must then complete Part B, sign, stamp and date the form. The G.P. or hospital consultant must expressly confirm not only the nature of the medical condition of the child or parent, but also the reason why it is appropriate for the child to attend the academy, why no other school is suitable, and the medical reasons why this is the case.

The completed, signed and stamped Priority 2 Form must be provided with the common application form. An application under this priority will **not** be considered in cases where the completed, signed and stamped Priority 2 Form is received after the common application form has been submitted.

A decision on whether to admit a child under this priority will be made by the Admissions Panel of The STEP Academy Trust, who will take care to apply a consistent approach to all such applications received.

Where the application is successful under this priority, places under this priority will be allocated according to proximity of the child's main home address to the Academy, with those living closest to the academy receiving higher priority.

Where an application is not successful under this priority, the application will be placed into the next highest priority into which it falls below and will be considered along with all of the other applications falling within that priority.

Priority 3 – Children with a Sibling at the Academy:

Children with a sibling at Heathfield Academy who are reasonably expected to be on the roll at the academy at the time of their admission will be admitted under this priority.

A sibling will include a full brother or sister (with the same two parents), a half brother or sister (with one parent in common), a step brother or sister (with different parents but with one parent of each child who are married to the other), an adopted brother or sister, a foster brother or sister, the children of a parent's partner where the parent and their partner are co-habiting, or any other child of the family, but in all cases the sibling must be being brought up with the applicant child as a sibling within the same core family unit, and their main residence must be at the same address as the child for whom the application is made.

For the avoidance of doubt, other children within the family (for example, cousins) who live at the same address because several members of the child's extended family (for example, aunts and uncles) also live there, will not be regarded as siblings for the purpose of this priority.

A parent will include the natural or adoptive father or mother, the foster father or mother, or the legal guardian or person with parental responsibility for the child and with whom the child lives.

Places under this priority will be allocated according to proximity of the child's main home address to the academy, with those living closest to the academy receiving higher priority.

Priority 4 - All Other Children:

All other children not falling into any of the priorities outlined above will be admitted under this priority.

Places under this criteria will be allocated according to the proximity of the child's main home address to the academy, with those living closest to the academy receiving higher priority.

The Child's Main Home Address

The address given on the application form must be the child's main home address, which will usually be the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be used. A business address or the address of a parent with whom the child does not live, a relative or a child minder must not be given.

Where a child lives for part of the week with each parent separately, their main home address will be deemed to be the address at which the child lives for 51% or more of their time from Monday to Friday during school term times. Where there is a dispute over which address is the child's main home address, the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be deemed to be their main home address.

Distance from the Academy

Distance will be measured in a straight line from the centre of the child's main home address to Heathfield Academy's main entrance using the Local Authority's computerised measuring system. For multiple properties with the same entrance, for example blocks of flats, distance will be measured from the centre of the ground floor of the building regardless of which floor the child lives on.

Tie Breaker

As stated above, places will be allocated within each priority according to the proximity of the child's main home address to the academy, with those living closest to the academy receiving higher priority.

Where distance from the academy is equal for two or more applications, places will be allocated by independently verified random allocation.

Restrictions on Infant Class Sizes

The statutory maximum number of pupils within a class in Reception Year, Year 1 and Year 2 is 30 pupils.

There are, however, statutory exceptions to this rule, including children with a statement of special educational needs/education health and care plan which names the school, looked after and previously looked after children admitted outside of the normal admission round, children of UK services personnel admitted outside of the normal admission round, and twins and siblings from a multiple birth. Children falling into these categories may be admitted over the statutory maximum class size of 30 pupils without breaching the regulations, in which case they will be an "excepted pupil" until the class size falls back to 30 pupils.

The statutory maximum class size does not apply to Years 3 to 6.

Twins and Children from Multiple Births

Where a child who is a twin or a child from a multiple birth has achieved a place in the usual way, but there are no places remaining to admit their twin or siblings from a multiple birth, the academy will admit the twin or siblings from a multiple birth over and above the academy's published admission number (PAN). In those cases, those additional children admitted over the PAN will be admitted as "excepted pupils" and will not count towards the statutory maximum class size.

Children of UK Service Personnel and other Crown Servants

The academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the academy's area, or from a crown servant family returning from overseas to live in the academy's area, as if they live in the area of the academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the academy's oversubscription criteria.

For further information, please contact Children's Education Advisory Service.

In Year Admission and Applications to Other Year Groups

Applications for admission to year groups other than Reception Year, and applications for in-year admission, must be made directly to the academy. Once the application has been received, if there are no places available within the relevant year group, the child's name will be added to the waiting list in accordance with the procedure set out below.

Waiting Lists

Once all places have been filled, the academy will maintain a waiting list for each year group.

The names of all children who are unsuccessful in achieving a place in Reception Year will be automatically added to the waiting list for the first term of the academic year until 31 December. After that date, the children's names will be removed unless parents notify the academy that they would like their child's name to be kept on the waiting list until the end of the academic year.

Where an application for admission into a different year group, or in-year admission, has been unsuccessful, parents will be asked if they would like their child's name to be added to the waiting list for that year group and, if so, for how long.

A child's position on the waiting list will be ranked solely in accordance with the order of priority set out above, and not in accordance with the date that the child's name was added to the waiting list. This means that the child's name may go up or down in ranking on the waiting list, as other children are added or removed.

Where a place becomes vacant in any year group, the place will be offered to the child ranked first on the waiting list for that year group. Where two or more children on the waiting list live an equal distance from the academy, they will be jointly ranked until a place becomes available for one of them. At that time, the place will be allocated by independently verified random allocation in accordance with the tie breaker outlined above.

Appeals

Where a child is not successful in achieving an offer of a place, the child's parents will be told the reason why admission was refused and that they are entitled to appeal to an independent admission appeal panel within a specified amount of time under the provisions of the School Standards and Framework Act 1998. The academy will provide information to parents about the appeals process and provide the parents with a named contact who can answer any enquiries they may have about the appeals process. Parents lodging an appeal must set out the grounds of the appeal in writing.

The admission appeal panel will be independent of the academy. The academy has agreed with the Local Authority for them to deal with the administrative side of arranging admission appeal hearings for the academy.

The determination of the admission appeal panel will be made in accordance with the Schools Admission Appeals Code 2012 and will be binding on all parties.