



# STEP Academy Trust

## Admission Policy 2017-2018

### Heathfield Academy

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

#### **Published Admission Number (PAN)**

Heathfield Academy opened in September 2015 with two classes in Reception Year, and will 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.

### **Admission of Summer Born Children outside of their Normal Age Range**

Parents of children born between 1 April and 31 August (referred to as “summer born children”) may decide that they want to delay their child starting school until the September after the child has reached compulsory school age on 31 August. However, any place already achieved for the child in Reception Year in the usual way cannot be deferred (i.e. held for that child) for the duration of that school year, and parents will need to re-apply for admission the following year. Such applications will be considered with all other applications in the usual way, applying the oversubscription criteria for that year as necessary. As a place cannot be held for their child in Reception Year, parents should keep in mind that there is a high possibility that there will not be any available places in Year 1 the following year.

Parents of summer born children may request that their child is admitted the following year outside of his or her normal age range into Reception Year instead of Year 1, however there is no automatic right to this. The academy will make a decision, having taken into account the circumstances of each case. Where the request is agreed by the academy, the application will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary.

The procedure for parents of summer born children wanting to defer entry into Reception Year for one school year is set out further below under “Admission of Children Outside of their Normal Age Group”.

### **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 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 will be on the roll at the academy at the date of 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 priority 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 which will be on Aberdeen Road 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**

Heathfield Academy participates in the LA's co-ordinated in year admissions scheme and follow the protocol set within it. Applications for admission to year groups other than Reception Year, and applications for in-year admission, must be made directly to the Council. Heathfield Academy will arrange for the Headteacher to meet with parents wishing to make an in-year application. 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.

### **Applications for Admission of Children Outside their Normal Age Group**

Parents who want their child to be admitted outside of their normal age group for any reason (for example, because their child is gifted or talented and they want their child to be admitted to the year above their normal age group, or because their child has experienced problems such as ill health and they want their child to be admitted below their normal age group), may do so by attaching their written request to their application for admission, setting out in detail their reasons for making the request and attaching documentation from medical, health, educational or other professionals who support the request.

In the case of summer born children (i.e. those born between 1 April and 31 August) seeking to delay starting school for one school year and then to be admitted into Reception Year below their normal age group, an application for admission into Reception Year with the child's normal age group should be made in the usual way accompanied by a request to be admitted into Reception Year the following year with supporting evidence, as set out above.

The request will be considered by the academy on the basis of the circumstances of each case and in the best interests of the child to whom the request relates. The academy will take into account the parents' views, the views of the Headteacher of the academy, information about the child's academic, social and emotional development, the child's medical history and the views of the child's medical or health professionals (where relevant), whether the child has previously been educated outside of his or her normal age group, and whether the child would naturally have fallen into a lower age group if it were not for being born prematurely. Parents should therefore take these factors into account when writing their request and considering what supporting documentation to attach to their request.

Where the academy agrees to a request for admission of a child outside of his or her normal age group, the academy will write to the parents confirming the decision and clearly setting out the reasons for it. The application for admission will then be considered with all other applications in the usual way, applying the oversubscription criteria as necessary. The academy will not discriminate against a child because it has been agreed that they may be admitted outside of their normal age group.

In the case of summer born children seeking to delay starting school for one school year and then being admitted into Reception Year, the agreement to the request will close their application for admission to Reception Year with their normal age range, and a new application for admission into Reception Year will need to be made the following year accompanied by a copy of the letter confirming the decision of the academy. That application will not receive priority over other applications, and will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary. This means that, although the parents may have obtained the academy's agreement to their child being admitted below its normal age range into Reception Year one school year after being eligible to start school, their child may not achieve a place in Reception Year at the academy the following year.

Where the academy refuses a request for admission of a child outside of his or her normal age group, the academy will write to the parents confirming the decision and clearly setting out the reasons for it. The application for admission into the child's normal age group will then be considered in the usual way, applying the oversubscription criteria as necessary. Where the child is not offered a place in his or her normal age range, the parents have a statutory right to appeal against the refusal in the usual way. Where the child is offered a place in his or her normal age range, there is no statutory right to an admission appeal, however it is open to the parents to submit a complaint to the academy in accordance with its published Complaints Policy.

### **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.