

ACADEMY ADMISSIONS POLICY

CRITERIA FOR ACADEMIC YEAR 2017/18

Herefordshire Marches Federation of Academies (HMFA) caters for pupils between the ages of 4 and 11. The Academy Trust have the following admission numbers;

Lord Scudamore Academy - 88 pupils

Sutton Primary Academy - 15 pupils

Kings Cuple Primary Academy - 10 pupils

The Board of Directors, as the admission authority, determines the academies admission policy and arrangements and is responsible for taking decisions on applications for admission. The Academy Trust follows the Local Authority criteria and works with them in order to ensure admissions are co-ordinated within the County.

Method of Allocating Reception Places

Should the number of applications for admission exceed the admission number the Directors/Governors will apply the following criteria (in the rank shown) to decide the order in which places will be allocated. This will also apply to waiting lists. The Local Authority will keep a waiting list on behalf of the academy for the normal-round of admissions, up until the end of the Autumn term.

1. All 'looked after' children*
2. Children living in catchment area with siblings** at the academy
3. Other children living within the catchment area ***
4. Out of area siblings
5. Pupils with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to a particular academy is necessary for the well-being of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source. Applications on such grounds will not be considered by the Director of Children's Services or appointed advisory panel unless this supporting information is attached to the application form received.
6. Out of area children

* Defined by the Children Act 1989 as a child who is accommodated by a local authority (See section 20) or a child who is subject to a full care order (Section 31) or interim care order (section 38).

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*** A sibling is defined as a brother or sister, half brother or half sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case the child should be living at the same address. The sibling must be in the academy at the time of application and be likely to remain in the academy at the proposed date of admission.*

**** The address of the parent(s) or carer(s) with whom the child normally lives and spends the majority of the academy week (Mondays to Fridays) including nights. This will not usually include other relatives and if there is a query this will be checked against original official documentation with proof of address. Official documentation will be a council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.*

In the event of there being an over subscription in any one of the above categories, the determining factor in that category will be the geographical proximity to the academy as defined below:

***** Distance will be measured by the shortest available walking route using a road and/or made up footpath from the front door of the child's address (including flats) to the main entrance of the academy, using the Local Authority's computerized measuring system, with those living closer to the academy receiving the higher priority. The Local Authority is Herefordshire County Council.*

The Directors/Governors will normally offer a place at the catchment area academy if parents apply for a place at the academy during the normal admission round. However, a place at the catchment area academy cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation procedure has begun) it may be more difficult to offer a place at the catchment area academy if this would mean exceeding the admission number at the academy. In this case the Local authority will normally offer a place at the next nearest maintained school which caters for children of the same age and has places available.

Children who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Children identified for admission through the Fair Access Protocol¹ will also be admitted even if the school is full.

Admissions above the published admission number may also occur where the academy is admitting a twin or children from multiple births provided the admission would not cause a breach of Infant class size limits.

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In Year Admissions

Requests for admissions to the academy into other year groups should be made on the In-Year application form and in accordance with the Local Authority's coordinated scheme for In-Year admissions. The form is available from the academy or Local Authority and can also be downloaded from the Local Authority website.

Admissions Appeals

Any parent (except, temporarily, the parent of a child who has been permanently excluded from two schools), who is refused an academy place for which they have applied, has the right to appeal to an independent appeal panel. The panel is independent of the Academy Trust and the Local Authority Admissions Team. Further details regarding the law on admissions and appeals can be obtained from the Local Authority Admissions Team. Should the appeal panel find in favour of the parent, the decision is binding on the academy. The panel will consist of people who have experience in education and are acquainted with the area.

Waiting List

In the event of more applications than available places a waiting list will be maintained. These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the academy it will be offered in accordance with the waiting list priority. Parents are requested to inform the Academy Trust if they wish their child's name to remain on the waiting list. The waiting list will be maintained for one term in the academic year of admission. Those wishing to stay on the waiting list will need to reapply in December of that first term.

¹The Fair Access Protocol encourages the local authority and schools to work together in partnership to improve behaviour, tackle persistent absence and help support behaviour and attendance partnerships. This protocol has been updated to take account of new Regulations and incorporates guiding principles against which to place children who may have difficulty securing a school place outside the normal admissions round.

This Policy was presented and approved by HMFA Board of Directors at their meeting on 14/02/2016.