



Hillocks Primary Academy Admissions Policy 2022-2023

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Associated documents:		
<ul style="list-style-type: none"> • www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision • www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool • www.gov.uk/schools-admissions/admissions-criteria 		
Links to:		
<ul style="list-style-type: none"> • The Equality Act 2010 • DfE – School Admissions Code • s85(2) The School Standards and Framework Act 1998 • Adoption Act 1976 	<ul style="list-style-type: none"> • Adoption and Children’s Act 2002. • s.8 of the Children Act 1989 • s.12 of the Children and Families Act 2014 • 14A of the Children Act 1989 - ‘special guardianship order’ 	

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Hillocks Primary and Nursery School became an academy on 1 December 2020. For the 2022/23 admission year, the academy is following the Nottinghamshire County Council admission scheme due to its academisation part way through the academic year when the admission arrangements must be determined. As an academy, the Trustees of Diverse Academies Trust have delegated authority to the governors of Hillocks Primary Academy to manage admission arrangements, both in the intake year and any in-year admissions.

All applications for a place at the academy, or to appeal an application should be made through the Nottinghamshire County Council website at www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place

These arrangements were determined by the Hillocks Academy Committee of governors at their meeting on

Section 1 - overall procedures and practices (including oversubscription criteria)

The admission arrangements for a school must include information about how applications are considered when there are more applications than places available. In the normal admissions round, if a school is undersubscribed, any parent who applies must be offered a place.

1.1 Key terms

Oversubscription criteria

Where there are more applications than places available, the oversubscription criteria are used to decide the priority of applications for school places. The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place.

Education, health and care plan (EHCP)

All children with an education, health and care plan that names the school will be admitted. These documents state the education provision required for an individual child.

Looked after and previously looked after children

The School Admissions Code 2014 states that all admission authorities must give highest priority to this group of children and provides the following definition:

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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. This includes:

- *Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.*
- *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

Second highest priority is given to

- *Children who were previously in state care outside of England and who ceased to be in state care as a result of being adopted (that is, children looked after by a public authority, religious organisation or another provider of care whose sole purpose is to benefit society, such as orphanages or other settings).*

Special consideration

Hillocks Primary Academy governors will consider applications where the application can be supported by written evidence from a doctor, social worker or other relevant professional stating why the academy is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of a foster parent(s) may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application.

Informal arrangements between parents will not be taken into consideration.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the academy will accept a Unit postal address or quartering area address for a service child provided the application is accompanied by an official letter that declares a relocation date.

Overseas nationals entering the UK, who wish to apply for a state-funded school place, are advised to check that they have a right of abode (<https://www.gov.uk/right-of-abode>) or that the conditions of their immigration status otherwise permit access to a state-funded school.

Catchment areas

A map of Hillocks Academy catchment area is available here and on the academy's website:

<https://www.nottinghamshire.gov.uk/search-for-a-school#/details/2035>

Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

Sibling (brother or sister)

- brothers and/or sisters who share the same parent(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

Displaced sibling

A child is considered to have been displaced if they applied on time for their Nottinghamshire catchment area school and they were not allocated under the coordinated scheme as the academy was oversubscribed with catchment area children at national offer day. If the older sibling was subsequently offered a place at the academy from the waiting list and this offer was declined, the child will not be considered as displaced and any younger siblings would not be given any additional priority in the oversubscription criteria.

Multiple births (twins, triplets etc)

Where one child of a multiple birth can be admitted through the normal admissions process, the other child/children will also be admitted.

Parent

- the mother of the child
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required
- authorisation may also be given for another person to speak on the parent's behalf.

The person making the application must hold parental responsibility.

Distance measurement

Within each of the criteria, priority will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.

Tie breaker

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. If the measurements remain equal, for example children living in the same block of flats, lots will be drawn, and the process will be independently verified.

Waiting lists

If applications exceed the number of places available, children's names will be added to the academy's waiting list if they are refused a place after the academy has applied the oversubscription criteria to determine which children are offered a place.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in Section 1.4 below. No reference is made to the date an application has been received, the date their name was added to the list or whether a parent has appealed against a decision. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

If any applications are received that have higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available.

Looked after Children, previously looked after children and those allocated a place in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

Places on the waiting list may go up or down depending on whether places become available. If a place becomes available, the place will be allocated at that time, to the child who has highest priority on the waiting list according to the admission oversubscription criteria.

The Local Academy Committee, in partnership with the Local Authority will administer the waiting list for the duration of the co-ordinated scheme. The academy only holds a waiting list for the 'Reception Year' until the end of the autumn term. It does not operate a waiting list for any other year group. Following the closure of the waiting list, repeat or new applications will be dealt with as and when received.

Repeat applications will not be considered in the same school year unless there has been a significant and material change in the circumstances of the application or those of the academy. A significant and material change in circumstances is something that alters the decision already made. A house move may not necessarily be considered a substantial change and will not give a further right of appeal.

Withdrawing an offer of a place

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Fraudulent or misleading information

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with higher priority for the place at the school, the offer of a place may be withdrawn.

Where the allocation has been withdrawn, the application will be reconsidered and the usual statutory right of appeal will be made available if a place is subsequently refused.

The academy will check the home address on any applications where there are doubts about the information provided.

Infant class sizes

The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (that is, a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2014 (2.15) states that additional children **may** be admitted under limited exceptional circumstances.

These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

For late applications for reception processed after 19 April 2022 (offer day) and before 31 August 2022 and for all in-year applications for reception to year 2, the governors will also consider whether the limited exceptional circumstances could apply. A child who falls into any of these categories will not automatically be admitted as an excepted child.

Appeals

When an application for a school is refused, the parent has a right to appeal to an independent appeal panel. Parents are informed of this when they receive their outcome and to lodge an appeal, parents should contact Nottinghamshire County Council. Further information is available at www.nottinghamshire.gov.uk

Repeat applications will not be considered in the same school year unless there has been a significant and material change in the circumstances of the application or those of the academy.

A significant and material change in circumstances is something that alters the decision already made. A house move may not necessarily be considered a substantial change and will not give a further right of appeal.

National offer day

This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area.

- For primary pupils, offers are sent out by the home local authority on 16 April.

These dates are relevant to all on-time applications in the primary coordinated admissions rounds.

If offer day falls on a non-working day, information will be sent on the next working day.

1.2 Starting school

Compulsory school age

A child reaches compulsory school age on the prescribed day following their fifth birthday. The prescribed days are 31 December, 31 March and 31 August. Children must be attending school the term following their fifth birthday.

Deferred entry to school

All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the school year 2022-2023, or until the term in which the child reaches compulsory school age within this year. The school year is also referred to as the 'academic year'.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the 2022-2023 school year. Parents must ensure that they apply for a school place before the closing date of 15 January 2022, if they want their child to start in the reception class. Requests should be made to the allocated school.

Delaying admission (summer born children)

The parents of a **summer born child** (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group – to reception rather than year 1. Parents should discuss the request with the headteacher of each of their preferred schools.

The academy governors are responsible for making the decision about which year group a child should be admitted to and designated officers will consider the circumstances of each case, the child concerned and take account of the views of the principal. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were for not being born prematurely.

Requesting a delayed admission

Parents considering delaying their child's admission should submit their request to the academy in the first instance. This request should be made at the same time as submitting an application within the coordinated scheme to the home local authority (usually Nottinghamshire County Council's school admissions team) by the closing date (15 January for reception age/year 3 places; 31 October for secondary school places).

- Where a request to delay admission is agreed, the child's application will be processed as part of the main admission round
- If a request is not agreed, parents can continue with an application for a reception school place at the normal time, or delay admission until compulsory school age and apply for a place in year 1.

In all cases, the application will be considered on the basis of the determined admission arrangements only.

For requests submitted before the national closing date for applications, parents will be notified of the admission authority's decision on whether the request to delay has been agreed before National Offer Day (16 April for reception age pupils)

Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented, has experienced ill health or is a summer born child wishing to start school in reception instead of year 1. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools and from primary to secondary schools.

When parents are told the decision about the year group to which the child should be admitted, they will also be given reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to an intake age group (for example, reception), the academy will process the application as part of the main admissions round, unless the request was submitted after the closing date and it is too late for this to be possible.

Parents have a statutory right to appeal against the refusal of a place. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

1.3 Relevant legislation

The academy complies with the regulations and legislation set out in the School Admissions Code 2014 and the School Admission Appeals Code 2012, including:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

1.4 Oversubscription criteria

If there are more applications than places available, the oversubscription criteria will be used to determine how places are allocated. The first criterion represents the group of children most likely to get a place at the school; the last criterion represents the group of children least likely to get a place.

The oversubscription criteria for the academy is detailed below:

STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2022-2023

1. Looked after children and previously looked after children
2. Children who have been adopted from state care outside of England
3. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school **and children who do not live in the catchment area at the closing date for application and who, at the time of admission will have a brother or sister attending the school or the linked junior/primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school**
4. Other children who live in the catchment area at the closing date for applications
5. Children who live outside the catchment area who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
6. Children who live outside the catchment area

Section 2 – published admission numbers (PAN) 2022-2023

All schools are required to have a published admission number. This is the number of pupils each school can admit. For Hillocks Primary Academy the number is 45.

Section 3 – how in-year applications are processed

Hillocks Primary Academy has joined the Nottinghamshire County Council in-year coordinated scheme

Applications for in-year admissions will be considered in relation to the PAN which applied when the year group was first admitted to the school, also considering infant class size restrictions. Generally, and unless a variation is agreed with the academy if places are available within the year group, the child will normally be admitted to the school.

3.1 Nottinghamshire's arrangements for in-year applications to Nottinghamshire schools

- a. As Hillocks Primary Academy conforms to the Nottinghamshire County Council scheme, all applications, must be made to Nottinghamshire County Council in the first instance.
- b. Admission authorities cannot refuse to admit a child with challenging behaviour where places are available. Governing bodies can refer applications to the local authority for consideration under the provisions of the Fair Access Protocol. Schools should not request information about a child's history of behaviour unless an application meets fair access protocol requirements.

3.2 Applying for a place in a Nottinghamshire school

- a. Parents can make applications up to six weeks, or during the preceding school half term, before the date when they would like their child to start at the preferred school. School places cannot be reserved, and places are allocated in line with this scheme.

3.3 Timeline for in-year applications

- a. Admissions will normally be agreed up to the published admission number which applied for the normal year of intake. If there are more applications than places available, the oversubscription criteria will be used to determine which places will be offered. If an application is refused at any school which is listed higher than the one offered, parents are given the right to appeal.
- b. Nottinghamshire County Council will communicate the decision:
 - for parents who have applied online, notification of the outcome of their preferences will be made available online
 - for all other applications, notification of the outcome of the application will be sent by email if an email address has been provided or by second class post.
- c. Some admission authorities may withdraw a place where parents do not accept the offer within fourteen days. Parents are advised not to decline any offer of a school place until an alternative allocation has been made.
 - An offer of a place at the respective academy may be withdrawn if the parent has not responded by the deadline for acceptance as outlined in the original offer. A reminder letter will be sent to anyone who has not responded by this date. If the academy has still not received confirmation that the place is required by the extended deadline outlined in the reminder letter, it will be assumed that a place is not required and the offer will be withdrawn.
 - The offer of a place will also be withdrawn if it has been obtained through a fraudulent or intentionally misleading application.

3.4 Admission to school (taking up the allocated in-year place)

- a. Parents should contact schools directly to arrange a start date and the place must be taken up as quickly as possible.
- b. In all cases, places allocated must be taken up by the start of the next half term.
- c. For places allocated in the summer term the child must be on roll at the allocated school before the end of the summer term. If the place is not taken up by the end of the summer term, parents would need to make a new application for the following academic year.
- d. If places are not taken up within these timelines, the offer of a place may be withdrawn.

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