



SHIRELAND
COLLEGIATE ACADEMY TRUST

Shireland Collegiate Academy Trust

Holyhead Primary Academy – Admissions Policy 2022/23

Committee and Date Approved	
Category	Statutory
Next Review Date	
Officer Responsible	Trust Board

The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.

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Introduction

Holyhead Primary Academy (HPA) has a Published Admission Number (PAN) of 30 for children who reach the age of 5 during the ensuing school year. Where the number of applications is lower than the school's PAN, all applicants will be admitted. If there are more applications than places available then all applications received by the Local Authority's designated closing date for receipt of applications will be considered, together and at one time by a committee of the Governing Body.

Oversubscription criteria

If the number of applications for a particular year group exceeds the number of places available, the following criteria will be used:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.¹
2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, the preferred school is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed by the local authority to decide whether the child's needs can be met most appropriately by the preferred school.
3. Children having a brother or sister at the preferred school (not nursery) at the time of admission.
4. Children prioritised by distance measured in a straight line from a child's home to the school's main entrance.² In all cases, should the number of applicants exceed the number of places available, places will be allocated on the basis of distance between home and school, as measured in a straight line from home to the school's main entrance with priority being given to those living closest to the school.

NB. Children with an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

¹ 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 as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place

² Measured from the Local Land and Property Gazetteer address base for the property.

Additional Policy Statements

The following additional policy statements are included in the admission arrangements for 2022/2023:

1. Late applications

Late applications for places will only be considered alongside those received by the closing date under the circumstances defined below. If your application is received after the closing date and not covered by one of the circumstances below then it will be processed after consideration of all on time and accepted late applications.

- When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.
- When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to the preferred school after the closing date but before the allocation of places has been made.
- When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made.
- When a sibling has commenced at the preferred school after the closing date but before the allocation of places has been made.
- When the applicant is a single parent and was prevented from submitting their application on time due to long term illness of more than six weeks duration from the date on which application forms became available.

2. Waiting lists

Places will be offered initially to applicants whose forms have been received by the closing date or whose application has been considered as being made on time (under 1 above).

Any preferences which cannot be met following the application of the admission priorities together with any late requests which have been made and which the local authority does not consider as being late for a good reason will be put on a waiting list which will be ranked in accordance with the published admission priorities.

Waiting lists will be maintained until the end of the autumn term proceeding the year of entry and will then be discarded.

Places will only be offered from the waiting list in the event that the number of confirmed offers (including those offered as a result of independent appeals) is less than the published admission number.

3. In year admissions

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. To apply for a place other than the normal intake into the reception class, parents must apply using the in-years application form available on Sandwell Local Authority's website ([Changing schools | Sandwell Council](#)).

Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

Parents will be advised of the outcome of their application in writing from the Sandwell Local Authority and, where the decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

4. Changing or adding new preferences

Once a parent/carer has submitted an application they will be able to amend it online before the closing date. However, if the closing date has passed it will not be possible unless they meet the criteria to be considered as a "late" application (in 1 above).

5. Twins and multiple births

Special conditions will apply in the event that one child from a set of twins or other multiple births does not gain admission to the preferred school through the admissions criteria. The local authority will exceed the admission number for the school concerned to prevent separation of twins or children from multiple births.

6. Tie breaker

In the event that two or more applicants tie for last place during the allocation process the final place shall be decided by the tossing of a coin.

7. Deferred entry

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday

and may request that they are admitted out of their normal age group – to reception rather than year 1.

Definitions used in admissions administration

1. Brother and sister (Sibling)

The definition of a brother or sister is:

- (a) a brother or sister sharing the same parents*;
- (b) a half-brother or half-sister, where two children share one common parent*;
- (c) a step brother or step sister, where two children are related by a parent's marriage*;
- (d) adopted or fostered children*,
*and living at the same address;
- (e) children of unmarried parents and living at the same address.

It does not include:

- (a) cousins or other family relationships;
- (b) brothers or sisters who, at 1 September in the year of entry will not be registered pupils at the preferred school (not including nursery);
- (c) brothers or sisters who, at 1 September in the year of entry will be in the sixth form at the preferred school.

2. Children in Public Care

A child in public care means 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 as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place.

An adoption order is an order under section 46 of the Adoptions and Children Act 2002.

A child arrangement order (previously residence order) is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

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).

3. Home address

The home address of a child is the address at which a parent with parental responsibility lives. It may also be the address at which a child resides (and sleeps) for the majority of the school week (Sunday to Thursday night). In the event of a query on the home address we will require two examples from the following list;

- Council Tax
- Tenancy Agreement
- Solicitors letter confirming completion of purchase
- Statutory Declaration from a solicitor

4. Armed Forces Children

Sandwell Local Authority understands that families of UK Service personnel often have to move at short notice within the UK and from abroad. If we receive an application along with an official letter declaring a relocation date, then we will be able to arrange a school place in advance of the relocation. Please contact the Admission Team on 0121 569 6765 for further information.

Appeals

The Governing Body of HPA has contracted the appeals function to Sandwell Local Authority (LA).

If you are unhappy with the school allocated to you (even if it was your first preference) and you wish to appeal, contact the LA's Admission and Appeals Service for an appeal form. Before deciding to appeal, you may wish to contact the Advisory Centre for Education (0808 800 5793) who will provide you with free, impartial advice.

If you choose to exercise your right of appeal, arrangements will be made for you to attend an appeal hearing. The Appeals Panel is independent of the LA and HPA and is arranged by Democratic Services of the Council. The Panel will consist of 3 or 5 members. There will also Admissions & Appeals Page 7 be someone representing HPA (this will be a LA officer) and a clerk from Democratic Services in attendance. At the meeting, you will be invited to say why you would like your child to go to HPA rather than the one offered. The LA officer will explain why a place at HPA has been refused.

You cannot appeal for HPA if you did not list it on your common application form. The LA recommends that you accept the school that has been offered to you even if you decide to appeal for HPA. By accepting the school offered, you will guarantee a school place for your child. If you refuse the place, you are likely to be reducing the options which may be available to you. Accepting the place will have no bearing on the outcome of your appeal.

Appeal hearings will normally be held within 40 school days of the deadline for submitting an appeal i.e during the late Spring and early Summer Terms. You will be given 10 days' notice of an appeal hearing date and time. Appeals for heavily oversubscribed schools can last for up to two weeks. You will be notified of the decision no later than five school days after the last hearing unless there is good reason why the decision has been delayed.

The decision of the Panel is binding on parents, the LA and schools. The Council, Councillors and even Members of Parliament are unable to change its decision. If you think that the appeal process has been conducted unfairly you can complain to the Local Government Ombudsman. However, the Ombudsman does not have the power to change the decision of the Panel.

All arrangements for allocation of school places and for appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education.