



The Boston Witham Academies Federation

HAVEN HIGH ACADEMY

ADMISSIONS POLICY 2021

In accordance with the 1996 Education Act the allocation of academy places for children with a Statement of Special Educational Needs or Education, Health and Care Plan where the academy is named will take place first. We will then allocate the remaining places in accordance with this policy. The Pupil Admission Number for 2021-2022 is 300.

Arrangements for applications for places in Year 7 will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply on line at www.lincolnshire.gov.uk/schooladmissions they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. We will use the Lincolnshire County Council's timetable published online for these applications and the local authority will make the offers of places on our behalf as required by the School Admissions Code.

Applications for midyear admissions should also be made through Lincolnshire County Council.

It is important that any applicants for Year 7 in the academic year 2021-2022, and in years going forward, are aware that our Tollfield Campus is where the year group will be based. All other year groups will be based on our Marian Campus.

The oversubscription criteria are listed in order. Words marked with a number are explained separately in the definition and notes section.

Oversubscription criteria

- A. The child is in the care of the local authority or had previously been in care. (1)
- B. There is a brother or sister (2) at the school who will still be attending when the child is due to start.

C. The distance from the home to the academy. Priority will be given to the child living nearest the academy, as defined in note 3.

Definitions and notes

1. A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989 at the time of application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order
2. Brother or sister.
 - A full brother or sister, whether or not resident in the same household.
 - Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.
 - In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application. The academy will be allowed to go above its admission number by one
3. The nearest address to the relevant academy site is found by measuring the distance from your address to the site by straight line distance. We measure electronically from the Post Office Address Point of the home to the Post Office Address Point of the academy.

By home we mean the address where the child lives for the majority of the academy term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him.

It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where the child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of admission will be that of the parent who lives closest, as measured by straight line distance, to the academy.

If the child has more than one home, we will take as the home address the address where the child normally lives for the majority of the school term time.

4. If any of the oversubscription criteria have too many applicants then the tie-break will be by distance using the method in note 3.
5. For admission into Year 7 the academy will keep a waiting list. If a parent does not get a place at their first preference school the child is automatically put on the reserve list for other schools. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of August. After this the academy will keep the waiting list until the end of the autumn term and possibly longer, parents should contact the academy for information about the waiting list.

The academy is not required to keep any lists for any other year groups. If a parent wishes their child to join the academy at other times they can ask if a waiting list is kept. Any waiting list will be in the order of the oversubscription criteria. The time the child has been on the list is not taken into account.

6. If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person.
7. In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad we have adopted the following arrangements. For late co-ordinated applications and mid year applications we will aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the academy's oversubscription criteria to their address. We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the governors will be asked to consider admitting providing all children in public care and siblings have already been admitted. This will be irrespective of the fact that the academy has had appeals or appeals are scheduled.
8. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

9 **Admission of children outside their normal age group**

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.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

We will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent’s views;
- any available information about the child’s academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

It may be that the governors still cannot admit because of organisational or curriculum difficulties within the academy. If this is the case, the Local Authority will approach the second and third preferences stated.

Processing Applications

The LA uses electronic communication with other LAs, admission Authorities and schools to coordinate admissions. Access to application data will be available to schools online through this system and schools use it to rank applications according to their oversubscription criteria and communicate with the LA’s admissions team. Deadlines for receipt of information are detailed below.

Annual Cycle

Deadline dates 2019/20	Summary of action	Details of action
1 October 2019	Consultation on changes to admission policies for all admission authorities can begin.	Admission authorities publish any changes to their admission arrangements on their website and consult with all relevant parties. Own admission authority schools may choose to follow the LAs consultation dates as below and submit their

		proposed arrangements to the LA to publish and publicise on their behalf.
4 November 2019	Local Authority to begin consultation on changes to admission policies and coordinated schemes.	Any proposed changes to the LAs admission arrangements for Community and Voluntary Controlled Schools are placed on the School Admission consultation website. Consultation lasts for at least six weeks. The scheme is available for consultation. It is agreed by all admission authorities it is adopted. If not, referred to the Secretary of State.
31 January 2020	Consultations on any changes to the policy of any admission authority are completed.	Admission authorities complete consultation on any proposed changes to their policies.
By 28 February 2020	Admission policies are formally determined	Admission authorities determine an admissions policy for the 2021/2022 school year, considering responses to consultation if appropriate. The LA notifies the Secretary of State that agreement has been reached on a coordinated scheme. Schools place appeals timetable on their website.
By 15 March 2020	Admissions authorities (including the LA) must send their determined admissions arrangements to the LA and place on their website.	Objections to a schools determined arrangements can be made to the Schools Adjudicator up until 15 May 2020.

	LA places a notice on its website indicating where all admission arrangements can be found.	
July 2020	Up-date lists of Y5 pupils will be obtained from primary schools and other LA's.	Every Lincolnshire Primary school must update school admissions with an electronic copy of their Y5 students on roll. This will enable the team to coordinate with other LA's to identify Y5 pupils attending schools out of the county.
By 12 September 2020	The LA will write to children to notify presence of school within a reasonable distance with a routine admissions round for which they are eligible to apply.	Using census data, Lincolnshire LA will write to parents of children on roll at Lincolnshire schools to notify them of schools within a reasonable distance who have an intake round other than into Y7.
4 September 2020	All documentation is sent to primary schools to inform parents to apply for secondary places and information is placed on the School Admissions website.	Send all relevant information to primary schools.
9 September 2020	Primary schools issue information to parents. Online system opens. Schools begin testing where appropriate.	Parents receive information via primary schools. Grammar and Specialist schools may start their testing.

By 16 October	Schools post test results to parents.	Schools which select by ability or aptitude must send results of tests to parents before the closing date.
31 October 2020	Closing date for applications.	This is the national closing date but Lincolnshire County Council allows parents to apply until December 14th. The admissions portal may not be available for short periods whilst the team process applications but applications can be made by paper form if necessary.
13-30 November 2020	Co-ordination of applications with other LA's.	LAs exchange relevant application details with other LA's
By 4 December 2020	LA ensures all application data is available to Lincolnshire schools.	Schools access applications to their school and begin ranking against their oversubscription criteria. Schools can access information about Lincolnshire applicants as soon as they are added to the system. Online applications will be available to schools once they have been downloaded from the online system.
14 December 2020	Late applications can be accepted up to this date. The system is closed and no further changes can be accepted for any reason.	Any application received by December 14 will be co-ordinated alongside the other applicants. Anyone who applies after this date will have to do so on a paper form or by telephone. Parents are notified that their application is late and will be processed around 9 April.
18 December 2020	Schools complete ranking.	Schools rank all applications against their oversubscription criteria online

		via electronic system and confirm to LA that this is complete.
3 February 2021	LA co-ordinate requests and exchange information with other LA's about places that can be offered in their schools.	LA locks database and does the first allocation run. Where pupils have more than one offer, the LA allocates the school the parents have ranked highest and fills any vacancy with the pupil ranked next by the school.
8 February 2021	LA continues to coordinate between LA's to ensure children receive one offer of a school place.	LA will send second round of data by no later than 19 February. LA allocates schools to pupils living in Lincolnshire who have not been offered places in any of their preferred schools.
22 February 2021	LA finalises allocations ready for notification to schools and parents.	LA makes final adjustments after receiving information from other LA's
26 February 2021	Schools informed of final allocations.	Schools check final allocations through the electronic system.
1 March 2021	National offer day Parents can lodge appeals.	LA posts offers to parents and releases offers online to those who applied online. Parents will be able to lodge appeals online and via paper form. Primary Schools will be informed of the destination schools of their pupils.
1 March 2021	Parents can submit new applications or revised application online.	Admission authorities and schools start to process late and revised applications from March 2nd. No offer will be made until after second round deadline.

19 March 2021	LAs exchange offer responses with other LA's	LAs adjust ranked list to take account of any refusals
29 March 2021	Administrative deadline of 20 school days for receipt of appeals to ensure all appeals for the same school are heard on the same day	Appeals must be heard within 40 school days of this date.
By noon 30 March 2021	Deadline for late and revised applications to be received to be processed within next offer round.	All late and revised applications received for Lincolnshire schools by this date will be notified of their offer result in week commencing 5th April. LA will co-ordinate late and revised applications with other LA's but cannot guarantee the response time.
By 9 April 2021	Late and revised application offers will be sent to parents. Waiting list data available	Lincolnshire will inform parents of the outcome of their revised applications. Parents can find out their child's position on the waiting list of a school after the offers have been sent.
31 March -31 August 2021	Applications received between these dates processed and offers made on at least a weekly basis until end of formal co-ordinated cycle.	Any applications received after this date will be processed as mid-year admissions in accordance with the process below. Waiting lists are passed to schools
31 December 2021	Waiting lists must be held for Y7 until this date.	Some schools may hold these lists longer. Contact the school for more information.

Revised February 2020