

The Boston Witham Academies Federation

HAVEN HIGH ACADEMY

ADMISSIONS POLICY 2022-2023

Monitoring Responsibility	Chief Education Officer
Next Review Date	October 2021
Approval Body	Board of Directors
Date Ratified	1 st March 2021
Chair of Committee Signature	

In accordance with the 2014 Children and Families Act the allocation of academy places for children with an 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 2022-2023 is 255.

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 2022-2023, 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.

Where applications for admission exceed places available, the following oversubscription criteria will be applied in the order set out below to decide which children to admit. The criteria below are listed in the order we apply them. If there are more applicants than places within a particular category, the next criteria will be applied until the tiebreaker is used. 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 Lincolnshire County Council School Admissions Team measuring electronically from the Post Office Address Point of the home to the Post Office Address Point of the academy to the relevant academy site (Marian or Tollfield Campuses) by straight line distance to three decimal places, e.g. 1.256 miles.

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, or any child in the household where an adult in the household is defined as a parent. A parent for the purposes of making an application is a person with 'parental responsibility' or a person who has day to day care of a child. This is in line with section 576 of the Education Act (1996).

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 the choice of the parent.

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. 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.
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 they listed lower. 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, 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.

6. In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad we have adopted the following arrangements.

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. This address will be used when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

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. We will consider exceeding PAN providing that it is accompanied by an official notice.

7. 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.

8. **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

Reviewed January 2021