



Cabot
Learning
Federation



Academy Name: Haywood Village Academy

Implementation Date: November 2016

1. Purpose

- 1.1 The purpose of this policy is to make the admissions process to Haywood Village Academy clear and open.
- 1.2 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles expressed in the School Admissions Code [DfE December 2014]. The admission arrangements must be confirmed by 28th February each year and sent to the Local Authority and published on the schools' website by 15th March.
- 1.3 Reception Year admissions: The Academy Council are supported by the North Somerset Local Authority [LA] in allocating places to the academy and informing families.

2.0 Published Admissions Number Reception Year

- 2.1 Haywood Village Academy has a PAN of 60 places in Reception Year (Year R), leading to a total number of 420 places across Years R to 6 when at full capacity.
- 2.2 The Academy Council commissions the LA's independent appeals panel which hears appeals from unsuccessful applicants for a place in any year group.

3.0 Children with statements of special educational needs (SEN) or an education, health and care plan (EHC Plan)

- 3.1 Children with Statements of SEN or an EHC Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through these admission criteria. All governing bodies are required by Section 324 of the Education Act 1996 to admit to the school a child with a Statement of SEN or an EHC Plan that names the school. Schools must admit such children whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of children with Statements of SEN or an EHC Plan should contact their child's lead professional for any further information.

4.0 Process of Application

- 4.1 North Somerset Local Authority will manage the application process on behalf of the Academy, and send out offers of places.
 - 4.1.1 If the Academy's Funding Agreement is in place before the national offer day of 18 April 2017, the offers will be included as part of the Local Authority's co-ordinated admission arrangements.
 - 4.1.2 If the Funding Agreement has not yet been agreed, the Local Authority will still send out offers for the Academy but these offers will be conditional on the Funding Agreement being in place, and therefore the Academy opening. These children will also receive an offer of a place through the co-ordinated admission arrangements at a school which is already open.
- 4.2 Applications will be submitted on the Common Application Form provided by the applicant's home authority and administered by North Somerset Local Authority.
- 4.3 There are two options for completing the Common Application Form:
 - 4.3.1 Apply online at <http://www.n-somerset.gov.uk/my-services/schools-learning/admissions/>. The online application form is available 24 hours a day, 7 days a week up to the submission deadline of 15th January 2017.

- 4.3.2 Complete the paper application for provided in the Admissions to School booklet also available online at <http://www.n-somerset.gov.uk/my-services/schools-learning/admissions/>
Full details of the application process are also set out in the Admissions to School booklet.
- 4.4 In order to be considered for a place at Haywood Village Academy, the Common Application Form must be completed and submitted by 15th January 2017 and Haywood Village Academy must be listed as one of the preferences. Inaccurate or false information on the form could result in the place being withdrawn.

5.0 Procedure where the Academy is Over-subscribed

- 5.1. Where the Academy receives fewer applications than there are places available, all applicants will be admitted.
- 5.2 Where the number of applications for admissions into Year R is greater than the published admission number, applications will be considered against the criteria set out below. These are listed in priority order and will be applied to all applications received by the published closing date.
- 5.2.1 (a) Looked After Children at the time of application and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after.
- 5.2.2 (b) Children living within Haywood Village, whose brother or sister will be attending the school at the time of admission.
- 5.2.3 (c) Children living within Haywood Village.
- 5.2.3 (d) Children living outside Haywood Village, whose brother or sister will be attending the school at the time of admission.
- 5.2.4 (e) Children living closest to the school. The distances will be measured in a direct line between the midpoint of the child's home and the main entrance marker for the school, indicated on North Somerset Council's computerised system(s). Where the direct line distances are equal, the ranking of applications will be made by drawing lots, which will be supervised by a person independent of the Admissions Authority.
- 5.2.5 Notes to the over-subscription criteria are set out in Annex A, including a map of Haywood Village.

6.0 Late and In Year Applications

- 6.1 Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in North Somerset Council's Co-ordinated Admission Scheme.
- 6.2 In line with the North Somerset Council's In-Year Application process, Haywood Village Academy will be managing its own in-year admissions. Applications should be made directly to Haywood Village Academy using the In-Year Application Form.
- 6.3 Haywood Village Academy will notify parents/carers of the outcome of the application. If the academy is unable to offer a place they will advise parents/carers:
- Of the reason why a place cannot be offered
 - Of the appeal process
 - Of any opportunity to put onto a waiting list for a place

6.4 Haywood Village Academy will notify North Somerset Council of any decision made.

7.0 Waiting list

7.1 Where Haywood Village Academy has been over-subscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently occur in the Academy.

7.2 The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.

7.3 Any waiting list will be maintained until the end of Term 2 (December term) and then discarded.

8.0 Appeals

8.1 After completion of the admissions process if a child is not offered a place at Haywood Village Academy parents/carers normally have the right to appeal to an independent appeal panel. This part of the process will be organised on behalf of Haywood Village Academy by North Somerset Council. You will receive further information regarding this when offers of a school place are sent out.

9.0 Deferred Entry for reception

9.1 Places will be offered for admission in September 2016. However depending on the child's date of birth, places may be deferred until the start of term 3 or 5 but not later than the term following the child's fifth birthday and cannot be deferred until the start of the following academic year. Parents should make any request for a deferment once they have received an offer of a school place - no new application will be required. The school place will be held for that child and will not be available to be offered to another child. Parents can request that their child takes up their place on a part-time basis until their child reaches compulsory school age.

10.0 Admission of children out of the normal year group

10.1 Parents who, because of their child's age, wish to delay admission until September 2017 should be aware that school places, will not be held until September 2017 and that the child would be considered for admission into their chronological age group. This means that children who do not start school in the school year that they become 5 will normally be placed in a Year 1 class and will miss the Reception year. Parents should be aware that a school might become full in the Reception age group with pupils whose parent applies for a place during the 2016-17 school year. There may be no places available for those who delay their child's admission until Year 1. These parents will need to apply for a Year 1 school place for their child and these applications will be considered from 1 July 2017 onwards.

10.2 Parents of summer born children (born on or between 1 April and 31 August) can ask for their child to be admitted into the reception year one year after they would normally enter the school. The Academy will consider all such applications taking into account the social, emotional and educational needs

of the child as often supported by education and other professionals and make their decisions accordingly.

- 10.3 The admission of children outside their normal age group will be considered on the basis of the circumstances of each case.

11. Policy Review

- 11.1 This policy must be reviewed by October 2017.

Siblings: Children are defined as siblings if:

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household; and
- they are living at the same address for the majority of the time; and
- the older sibling is already in attendance and will be in attendance in September 2016

Location: Distances from home to school are measured in a straight line between the midpoint of the child's home and the main entrance marker for the school indicated on North Somerset Council's computerised system(s).

Home address: The child's home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). Haywood Village Academy cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to. The only exceptions are for children of UK service personnel for whom special arrangements apply. Haywood Village Academy reserves the right to seek documentary evidence to support a claim of residence.

Where a child spends time with each parent/carer at two different addresses, Haywood Village Academy will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents/carers will also be considered in reaching a decision on the home address for admissions purposes.