NEWARK HILL ACADEMY

Proposed
ADMISSIONS POLICY
2028/2029

PROCEDURE FOR ADMITTING PUPILS TO THE NEWARK HILL ACADEMY

The Newark Hill Academy provides for the needs of children within the 4 to 11 age range.

Pupils will be admitted at the age of 4+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Newark Hill Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission Number(s)

1. The Academy has the following agreed admission number:

   a) 60 for pupils in Year R (Reception)

2. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

   Where children below compulsory school age are offered a place at the Academy, they will be entitled to attend the Academy full-time in the September following their fourth birthday.

   Parents/carers may defer their child's entry to the Academy until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made, when the place will cease to be available for the child.

   Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Please discuss this with the Academy directly once you have received an offer of a school place.

Process of Application

3. Arrangements for applications for places at the Newark Hill Academy will be made in accordance with Peterborough City Council's co-ordinated admission arrangements; parents resident in Peterborough can apply online at:

   www.peterborough.gov.uk/schooladmissions

   Parents resident in other areas must apply through their home Local Authority.

4. The Academy will use Peterborough City Council's timetable for applications each year (exact dates within the months may vary from year to year):

   a) September/October - the Newark Hill Academy will provide opportunities for parents to visit the Academy

   b) By 15 January – Parents must complete the common application form (CAF) and return it to the LA to administer (by midnight for on-line applications)

   c) 16 April or nearest working day – notification of places made to parents.

   The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of Applications

5. The Academy will consider all applications for places at the Newark Hill Academy.

   Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

Procedures where the Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Reception (statutory age 5) – oversubscription criteria

7. The Newark Hill Academy will first accept all pupils with a statutory right to a place through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

   a) Looked after children and previously looked after children, 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*.

   b) Children who are both living in the catchment area and have a sibling* on roll at the Academy at the time of application and admission

   c) Other children living in the catchment area at the time of application.

   d) Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage

   e) Children who do not live in the catchment area but who have a sibling on roll at the Academy at the time of application and admission.

   f) Other children whose parents have requested a place who live outside the catchment area.

   In the event of oversubscription within the above criterion, preference will be given to children who live nearest the Academy as measured by a straight line distance.

   * *(see definitions)*

   In the unlikely event the Academy needs to use a random allocation system for the last place offered, this will be undertaken using a computerised randomiser and by an independent person outside of the Academy and the Local Authority Admissions Team.

Admission of children outside their normal age group

8. Parents may request that their child is admitted outside their normal age group, for example, summer born children*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

9. For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group should make an application to the Academy in the first instance but also to the Local Authority for their child's normal age group at the usual time in case a request is not agreed.

For other year groups, any parent wanting their child to be admitted out of the normal age group should submit a request, in writing, to the Newark Hill Academy as soon as is possible.

10. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

    All such applications will be considered at the time they are submitted.

    ** The term 'summer born' is used to refer to children born from 1 April to 31 August.*

Arrangements for in-year Admissions

11. An in-year admission refers to an application for a school place made during the school year, or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

12. Peterborough City Council will co-ordinate admissions for in-year admissions and applications should be made online to the local authority Admissions website

Operation of Waiting Lists

13. All parents/carers who are unsuccessful in gaining a place for their child may wish to place their child's name on the waiting list. To do so, parents/carers must contact the Academy and request that their child's name is placed on the waiting list. This should be done by email/in writing to the Principal.

    Each added child will require the list to be ranked again in line with the Academy's published oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

14. A child's name will remain on the waiting list until the end of the school term in which the application was made. If parents wish their child's name to remain on the list for the remainder of the academic year, they must write to/email the Academy at the beginning of each term to renew their interest.

    Please note – placing a child's name on the waiting list does not affect parents' rights to appeal.

Right of Appeal

15. If a parent's/carer's application for a place at the Academy is unsuccessful, they have the right of appeal to an Independent Appeals Panel.

16. Parents/carers should submit their appeal, in writing and giving their reasons for appeal, via the online appeal form on the PCC website. Please visit this Appeals website for more information about deadlines and to complete the form.

UK Armed Forces

17. Special conditions apply to applications from UK Armed Service Personnel and Crown Servants.

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in the area, a place will be allocated in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Applications will not be refused solely because the family do not yet have an intended address, or do not yet live in the area.

The address at which the child will live will be used when applying the oversubscription criteria as long as evidence of an intended address is provided. A Unit or quartering area address will be used as the child's home address where a parent requests this.

18. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Fair Access

19. The Newark Hill Academy participates in Peterborough City Council's Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Fraudulent or Misleading Applications

20. 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.

Definitions

1. Definition of 'Looked After' and previously 'Looked After' children

A 'looked after child' is a child who is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in 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 under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Definition of siblings and the position of twins

A sibling is defined as:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or 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. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, these will be considered together as one application. The Academy's admission number may be exceeded; the School Admissions Code makes an exception to the infant class limit in this situation.

In the case of siblings 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 may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

3. Distance

Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey (OS) address files. The address point for a property does not change.

4. 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 the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address.

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Evidence that a child's place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child's main address.

Where parents share custody of their child but cannot agree on either the home address or school preferences, the Academy will only consider the application of the parent who is eligible to receive Child Benefit and Child Tax Credit for the child.

A fraudulent claim to an address may lead the Academy to withdraw an offer of a place.

5. Tie Break

If any of the oversubscription criteria have too many applicants, then the tie-break will be by distance using the method in paragraph 7.

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.