

Harton Academy Admissions Policy 2020 - 2021

This policy and its associated procedures are based on these key principles and values.

For the purpose of this document, the term “school” also applies to Academy.

- Decisions concerning the admissions of pupils to Academies and the attendant administrative procedures are the responsibility of the Local Governing Body.
- Section 89 of the Schools Standards and Framework Act 1998, however, required that school Governors should consult the Local Authority (LA) on an annual basis, concerning the arrangements for the admissions.
- The Academy will continue to admit pupils in accordance with the Local Authority’s coordinated admissions scheme. *(Link to the scheme is available via the South Tyneside Council website).*
- The Academy and Local Authority operate an equal preference system which means that all first, second and third preference applications are considered equally against the criteria.
- It should be noted that we will give priority to pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan which names the Academy. Then the following procedure shall apply :
 - a. A “Looked after Child” or a child previously accommodated by a Local Authority following which they immediately became subject to an adoption, child arrangement orders, or special guardianship order. **(See note 1).**
 - b. Parental home residence within the defined catchment area of the school.

There is a defined geographic area called a catchment area. To find out which catchment area in which they live, parents should contact the School Admissions Team at South Tyneside Local Authority on telephone number 0191 424 7767 or 424 7705.
 - c. Concurrent sibling link (an older brother or sister attending the school at the same time and residing at the same address, to include adoptive siblings, half siblings, step siblings and long term fostered children,). A sibling link must be in Year 7-11 in September 2020. **(See note 2).**
 - d. Shortest distance measured as a straight line, from the Ordnance Survey co-ordinates for the parental home residence (including flats) to the main academy entrance, using South Tyneside Council’s Geographic Information System (GIS), with those living closer to the Academy receiving higher priority. **(See note 3).**

In the event of appeals, the Academy will continue to observe the Local Authority’s coordinated admissions scheme. *(Link to the scheme is available via the South Tyneside Council website).*

In determining admissions, priority would be given to those applications where the parental application form is received by the published deadline date.

Once a place at the Academy has been offered and accepted, the Local Authority will require sight of the child's birth certificate to verify the identity of the child. Where a birth certificate may not be available for children arriving from overseas, the Border Agency may be contacted to verify the child's details.

Note 1:

"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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.

Under the provisions of Section 14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

'Special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A of the Children Act 1989).

We give a "Looked after Child" priority in our oversubscription criteria. This means that when a place becomes available in the school year it can be offered to these children to ensure that they are quickly placed in an appropriate school.

This is necessary as it is recognised that such children are a disadvantaged group who, because of frequent changes of school following their care placements, may have lower than average levels of attainment. It is also a statutory requirement that Admission Authorities give top priority to a "Looked after Child" in their oversubscription criteria.

Note 2

If the child has an older brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, and long term fostered children) attending the Academy at the same time the Local Authority will consider this as a sibling link. A sibling link must be in Year 7-11 in September 2020. The Local Authority will not consider any "reverse sibling links" i.e. a younger child gaining entry to the school will not mean an automatic place for an older sibling.

Note 3

A pupil's home address is considered to be a residential property that is the child's only or main residence, and is either:

- Owned by the child's parent(s) or the person with parental responsibility for the child; or
- Leased to or rented by the child's parent(s) or the person with parental responsibility under a lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used when offering places.

The above distance measurement will also be used as a 'tiebreaker' within each criterion if necessary. Where there are places available for some, but not all applicants within a particular criterion, distance from the shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the main academy entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the Academy receiving higher priority will be used. The Academy will seek proof of residency.

Year 6 to Year 7 Transfer -Waiting Lists

If parents have been refused a place at Harton Academy, they will have the opportunity to place their child's name on a waiting list if they have ranked the school as a higher preference than the one offered. Waiting lists are established after 2nd March 2018. (Parents should contact the Local Authority to request that the child's name is placed on the waiting list as this is not an automatic procedure).

Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received and within each criterion their place is ordered by the shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the main academy entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the Academy receiving higher priority. The Academy will request proof of residency for parents/carers who wish their child's name to be placed on the waiting list.

If pupil numbers fall below the published admission number the place will be offered to the child at the top of the waiting list. A child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria. Waiting lists will be held for one term in the academic year i.e. September 2018 until December 2018; no lists will be kept after this date.

Children who are the subject of a 'direction to admit' by a local authority or who are allocated to Harton Academy in full accordance with the agreed Local Authority In-Year Fair Access Protocol take precedence over those on the waiting list. (*Link to the protocol is available via the South Tyneside Council website*).

Withdrawing Offers of a School Place

When considering an application, only the address of the parent/carer with whom the child normally resides will be taken into account (a parent/carer means any person who holds parental responsibility, **and** with whom the child normally resides). The address of childminders or other relatives or friends who may help you look after your child must not be used on your application. We reserve the right to seek proof of your address and it should be noted that an offer of a place may be withdrawn if information supplied by you on your application is intentionally misleading or fraudulent (for example, a false claim to residence). Where a place is withdrawn, your application will be considered afresh, and the right to appeal offered if a place is refused.

In-Year Admissions

An “in-year admission” means any application for a place other than the normal year of entry, i.e. outside the normal Year 6 to 7 transfer.

Where a place is available in the requested year group the Academy, via the Local Authority, will offer this immediately and seek to transfer the child as soon as possible and within the required 15 days. The child and parents/carers will be given an induction meeting and the child will follow a closely monitored Induction Programme for a period of 6 weeks to ensure the child settles quickly into the life of the Academy. Children who fall under the agreed Local Authority Fair Access Protocol will follow the same programme of induction.

Transfer to post-16 provision

The Academy will make every effort to support the transition of all pupils to their post-16 placement. Where pupils are identified to be vulnerable or to have specific learning needs, the Academy will continue to support the transition where possible through appropriate liaison.

Parental Responsibility

Who is a ‘parent’ in relation to education legislation? Section 576 of the Education Act 1996 defines the term ‘parent’ as:

- All natural parents married or not
- Any person who has got ‘parental’ responsibility (we will require documentary evidence)
- Any person without being a natural parent or having ‘parental responsibility’ who has care of the pupil (we will require documentary evidence)

At What Age Does my Child Transfer into Secondary School?

Every parent whose child is in their last year of Junior or Primary education (Year 6) whose date of birth is between 1 September 2006 to 31 August 2007 will need to complete an application for admission into Secondary School.

Most children will be admitted to a school within their own age group but it is possible for you to request a place outside your child’s normal age group. This might be because you have a particularly gifted and talented child, or your child has missed part of a year maybe due to ill health. This option should be discussed with the Academy’s Special Educational Needs Co-ordinator and an Educational Psychologist. We will consider such requests on the basis of the circumstances of each individual child and in consultation with the appropriate colleagues and with the written recommendation of an Educational Psychologist. If your application for a place outside the normal age group is refused, you have a right to appeal against the decision.