

ADMISSIONS POLICY

2019-2020



NEWLAND
ST JOHN'S
C OF E ACADEMY

Newland St John's CE Academy

‘With God’s help we work together to help each child fulfil their potential.’

Newland St. John's Church of England Academy is an Academy in the Diocese of York and is a member of the Sentamu Learning Academy Trust. As the Church is closely involved with our Academy, it is right that the Admission Policy should reflect this. Our Academy is also a neighbourhood Academy, serving the parish of St. John’s Newland and beyond.

The Academy provides a distinctively Christian education. Historically, Anglican academies have provided education for the community in accordance with the principles of the Church of England. Newland St. John’s Church of England Academy was established originally as a voluntary aided academy to provide education for the children of the parish within a Christian context. This two-fold aim of being “distinctively Christian” and “serving the local community” is reflected in our admissions criteria.

The Local Governing Committee of Newland St. John’s Church of England Academy is the Admission Authority. It is guided in that responsibility by the requirements of the law, the academy trust deed, and advice from the Diocesan Board of Education and its duty to the community. The Academy’s admissions arrangements and timetable will comply with the School Admissions Code and the Academy’s Funding Agreement.

The Governors publish a prospectus to help parents decide on their choice of school. You are also encouraged to visit the Academy. Please arrange this with the Headteacher.

The published admission number for admission to Reception in September 2019 is forty. This figure has been calculated according to the net capacity of the academy, which the law defines and has been agreed with Kingston upon Hull Local Authority.

We have agreed to follow the Scheme for Primary Academy’s Admissions coordinated by the Local Authority. Applicants for places at the Academy should apply for a place either online or by using the Application Form supplied with the Local Authority's Admission Booklet.

1. Admissions Arrangements

The Local Governing Committee, being the Admission Authority for this Academy, will admit children into the Academy as follows:

Children whose fifth birthday falls between 1st September 2019 and 31st August 2020 will be admitted full-time to the Reception Year in September 2019. The published admission number for admission to Reception in September 2019 is forty (40).

The Academy will admit all children with a statement of special educational needs or Education, Health and Care Plan (EHCP) in which the Academy is named.

2. Process of application

Applications for places at the Academy will be made in accordance with the LA's coordinated admission arrangements and will be made on the Common Application Form provided and administered by Hull City Council.

3. Consideration of applications

Newland St John's CE Academy will consider all applications for places. Where fewer applications than the published admission number are received, the Academy will offer places to all those who have applied.

4. Procedures where Newland St John's CE Academy is oversubscribed

If, after the admission of all children with a statement of special educational needs or Education, Health and Care Plan (EHCP) in which the Academy is named, there are more applications than the number of places remaining available, the Local Governing Committee will apply the following criteria in strict order of priority:

1. Looked after children and previously looked after children for whom the Academy has been expressed as a preference: (A 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 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, or became subject to a child arrangements order or special guardianship order.)
2. Children who have special social or medical reasons for admission (see **5. Note (i)**)
Note: We will only consider applications in this category if they are supported by a professional recommendation from a doctor, social worker or other appropriate professional which says that it is essential for the child to go to this academy and no other.

3. Brothers or sisters (see **6. Note (ii)**) of children who will be registered pupils at the Academy at the time of admission.
4. Children of families where the child and at least one parent/carer/guardian is in *regular attendance* at worship at a Christian place of worship.
“Regular attendance at worship” means attendance at a regular public service at least once per month for a period of at least a year immediately prior to the date of application.

The governors will request written confirmation of this from the relevant member of the clergy or church officer. Parent/guardian must provide the name of church attended in their application in order for this confirmation to be received.

“Christian place of worship” means a Church that is in full membership of Churches Together in Britain and Ireland (www.ctbi.org).

5. Any other children, with priority given to those living nearest to the Academy (the distance measured is the shortest available safe route for pedestrians using footpaths alongside roads marked on the current street map of the City from the main entrance to the Academy to the main entrance to the child’s permanent home address (see **7. Note (iii)**).

Tie-breakers

Where in any category there are more applicants than there are places available, the places will be allocated to those living nearest to the Academy, with the distance measured as set out in 5. above. If this does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the Academy.

Appeals

There will be a right of appeal to an Independent Appeals’ Panel for unsuccessful applicants. Parents who wish to appeal should fill in a form available from Hull City Council Admissions Team website, and return it to the Academy addressed to the Chair of Governors. The Council’s Democratic Service will then arrange for an Independent Appeals’ Panel to be convened. Appeals should be lodged within 20 days of receiving the refusal letter.

5. Note (i) Social or Medical Factors:

Supporting evidence for applications under the provisions should set out the particular reasons why the Academy is the most suitable academy for the pupil to attend and the difficulties it would cause if the pupil had to travel to another school. The Academy may make contact with a social worker or the District Medical Officer for independent

information regarding the social or medical factors in the application and may also seek advice from other qualified professionals or specialists where necessary.

6. Note (ii) Definition of ‘sibling’:

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- a. have one or both natural parents in common;
- b. are related by a parent's marriage;
- c. are adopted or fostered
- d. their parents are married/co-habiting and children live together in the same household;
- e. they are children of the same household

7. Note (iii) Definition of Permanent Home Address

The child's permanent home address is where he or she normally lives and sleeps and goes to the Academy from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

8. Operation of waiting lists

- a) Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until 31 December at the end of the term after the admission date. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. After 31 December, the LA will give parents the opportunity for their child's name to remain on a waiting list until the end of the academic year.
- b) Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in section 4 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

9. Admission of children below compulsory school age and deferred entry to school

Admission authorities **must** provide for the admission of all children in the September following their fourth birthday.

Where Newland St John's CE Academy has offered a child a place, the following is agreed:

- a) the child is entitled to a full-time place in the September following their fourth birthday;

- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

10. Requests for admission of children outside their normal age group

Parents may request a place for their child outside of their normal age group. Parents should do this in writing to the Head Teacher at the time of application.

Parents/carers of summer born children (those children born between 01 April and 31 August) who wish to apply for their child to be admitted into a reception class in 2020 should submit their application before 15 January 2019. The CAF should be submitted with a letter from the parent/carer and evidence to support the deferred entry request.

Newland St John's CE Academy 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 Headteacher's views; parent's views; 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. A written decision on the year group the child should be admitted to, along with reasons for the decision, will be sent to the parents of the child.

Where Newland St John's CE Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and Newland St John's CE Academy will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The application will not be given lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

11. Pupils moving into the area during the academic year

Parents / carers moving into Hull during the academic year should complete an In Year Transfer Form available from Hull City Council Admissions. This will allow parents to express up to three preferences, in rank order, for a place at a school and give reasons for their preferences. The completed form should be sent to the Admissions Team, 2nd Floor Treasury Building, Guildhall Road, Hull HU1 2AB.

The appropriate admissions authority will then consider their request. If a place can be allocated at one school named on the In Year Transfer Form, then the admissions team will allocate a place. Where a place can be allocated at more than one school the admissions team will allocate a place at the school ranked highest on the form. If a place cannot be allocated at any of the named schools, your child will be allocated a place at the nearest school with a place available. Any parent refused a place will be offered their right to appeal against the decision to an independent appeals panel. This is likely to occur when the year group is full.

12. In Year Fair Access

This refers to Hull City Council's duty to ensure that access to education is secured quickly for children who have no school place and those with challenging behaviour are offered a place at a suitable school as quickly as possible.

The council accordingly has a protocol detailing arrangements for the placement of pupils who may be hard to place due to a history of challenging or disruptive behaviour, to other vulnerable pupils who may be at risk of being out of school for periods of longer than 15 days and those pupils who may require a managed move transfer to a new school for the purpose of making a fresh start.