

# Admissions Policy 2022- 2023

Heath Lane Academy



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# Heath Lane Academy Admissions Policy 2022-2023

## 1. Introduction

- 1.1 Heath Lane Academy is a co-educational secondary school catering for students from the age of 11 through to age 16. The school is an academy and is part of the Midland Academies Trust, which acts as the admissions authority.

## 2. Admissions into Year 7

### 2.1 Applying for a place

Arrangements for applications for places at the beginning of year 7 are made in accordance with the Local Authority's co-ordinated admission arrangements. Therefore, applications must be made directly to the Local Authority in which the child lives. In the summer term, parents of all Year 6 children are provided with the appropriate information required to make an application. This includes the timetable to be followed and the closing date for applications. Details are also available on the Local Authority's own website:

[http://www.leics.gov.uk/index/education/going\\_to\\_school/school\\_admissions\\_and\\_pupil\\_services/admissions/admissions\\_useful\\_information.htm](http://www.leics.gov.uk/index/education/going_to_school/school_admissions_and_pupil_services/admissions/admissions_useful_information.htm) Details of open events for parents and their children can be found on the school's website <http://www.hla.leics.sch.uk> and within the prospectus.

### 2.2 Published admission number

The published admissions number for year 7 at Heath Lane Academy is 150. When the number of applicants for this age group is below this number, then all applicants will be admitted, except in circumstances that contradict the MAT and Academies safeguarding policies.

### 2.3 Oversubscription Criteria

Where the number of applications for admission is greater than the published admission number and after the admission of children with Educational Health Care Plans (EHCP) or with individual and Special Educational Needs where the school is named on the statement, applications will be considered against the criteria below and in the order in which they are set out:

#### See appendix 1 for a definition of an adoption order and a residence order

- i. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See appendix 1 for a definition of an adoption order and a residence order
- ii. Children living in the priority area who will have a sibling at the school at the time of admission.
- iii. Other pupils living in the priority area
- iv. Children living outside the priority area who will have a sibling at the school at the time of admission.
- v. Other children living outside the priority area
- vi. Other children living outside the priority area. Within each oversubscription category, decisions are based on the distance between the child's home address and the school site, with priority going to those living nearest the school site. See appendix 1 for a definition of distance and home address. Where the final place is offered to one of twins (or Within each oversubscription category, decisions are based on the distance iv between the child's home address v and the school site, with priority going to those living nearest the school site. See appendix 1 for a definition of distance and home address.

Where the final place is offered to one of twins (or triplets etc.) each twin etc. will be admitted even if that means going above the admission number

### 2.4 Tie Break when Applying the Oversubscription Criteria

In the event of a tie between two or more applicants who cannot be separated when applying the oversubscription criteria, a process of independently verified random allocation will be used to allocate the places.

### **3. Late applications**

- 3.1 Any applications received after the closing date will be accepted but considered only after those received by the closing date. You are therefore encouraged to ensure that your application is submitted on time. All supplementary information i.e. medical consultant letters to proof of change of address, remains the parent's responsibility to supply.

### **4. Waiting Lists**

- 4.1 Where in any year Heath Lane Academy receives more applications for places than there are places available, a waiting list will operate until 31st December of the same year. This will be maintained by the Local Authority's Admissions Service. Parents wishing to be considered after that time should refresh their application direct with the school. Children's position on the waiting list and the allocation of places will be determined solely in accordance with the oversubscription criteria outlined in section 2.3 above. A child's position on a waiting list can alter as other children with higher priorities are added or withdrawn.

### **5. In-Year Admissions / Admissions other than Transfer at the Start of Year 7**

- 5.1 Parents should apply via the normal in-year admissions procedures as co-ordinated by the Local Authority in which the child lives. All such applications will be considered and if the year group has a place available, the school will admit the child (except where the child has been permanently excluded twice since September 2016, in which case the duty to comply with application is removed for two years from the second exclusion). If more applications are received than there are places available, the over-subscription criteria above for the relevant age group shall apply.
- 5.2 A waiting list will be maintained in cases of over-subscription and will run from September to August, at which point it will be cancelled.
- 5.3 The Heath Lane Academy has engaged the services of the LA to co-ordinate mid-term applications. This is because the LA's online systems operate 24/7, and throughout school holidays - online
- 5.4 Application link:  
<http://www.leicestershire.gov.uk/sites/default/files/field/pdf/2015/8/3/Common-Admission-Application-Form.pdf>

### **6. Normal FTA / Transfer Applications**

- 6.1 The Heath Lane Academy as required will participate fully with the LA's Co-ordinating Transfer Scheme. This means parents must apply through the LA online system or using the LA's common application form. The application forms must be completed and submitted or returned by the national closing date (31st October).
- 6.2 If The Heath Lane Academy has a space, the LA will offer the place, if there are more applications than places the Academy will rank the applications and inform the LA, who in turn inform parents of outcomes.

### **7. Fair Access Protocol**

- 7.1 Heath Lane Academy will participate in Leicestershire Local Authority's In Year Fair Access Protocol except in circumstances that are/or proven to be in contradiction to the MAT and Academy Safeguarding policies.

## **8. Appeals**

- 8.1 There will be a right of appeal to an independent appeal panel for unsuccessful applicants. Should a parent wish to make an appeal, then full guidance on what to do, the form to be completed and the name of the organisation running the appeals process can be obtained by contacting the Academy directly. Alternatively the Heath Lane Academy has engaged the services of the LA to conduct all our appeals. Therefore, you can appeal using the LA's 'Notice of Appeal' available through the following link

<http://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/appeal-against-a-school-decision>

- 8.2 The LA will arrange the appeal on behalf of the Academy to be heard by an independent panel, whose decision is binding on all parties.

## **9. Fraudulent Information**

- 9.1 If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

## **10. Objections**

- 10.1 Objections to any aspect of the determined admissions arrangements may be made to the Office of the Schools Adjudicator ([www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)), but must be made before 30<sup>th</sup> June.

## Appendix 1

### Definitions

1. An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Heath Lane Academy is adopting in full, the Local Authority's (LA's) catchment area which is a combined catchment area of The Heathfield Academy and William Bradford Academy. This means a combined overlap of the current catchment areas.
3. A sibling is defined as a brother or sister (including half-brother or half-sister, adopted, step brother or step sister) living at the same home address as the child applying for a place.
4. Distance will be calculated by the straight line measurement from the centre of the applicant's home address location (as set by Ordnance Survey) to the centre point ("centroid") of the preferred school. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County's boundary. Applications made from the same multiple dwelling, sharing a single Postal Address File and/or where the distance from home to school is identical, where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery) with an independent person making the draw.
5. A child's home address is considered to be the residential property where the child normally resides/sleeps when s/he attends school. Addresses involved in child minding operations are excluded. Where a child lives with each of their split parents at separate addresses, the qualifying address will be the one where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will be asked to nominate which address they wish to be the child's main address for school admission purposes. Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address, that place is liable to be withdrawn. Applications made from the same multiple dwelling, sharing a single Postal Address File and/or where the distance from home to school is identical, where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery) with an independent person making the draw.
6. Where a school place is allocated on the basis of an address which is subsequently found to be different or changed through circumstances that are elected against the advice of the Academy due to safeguarding concerns, by the parents/family/student (aged 16 or over), or elected adult supervising the child from the child's home address, the safeguarding policies and procedures will be adhered to and followed with the support of external agencies, advice and guidance.

### ***Policy reference details at the date of policy submission:***

LEICESTERSHIRE COUNTY COUNCIL CHILDREN AND FAMILY SERVICES ADMISSIONS TO MAINSTREAM SCHOOLS (COMMUNITY & VOLUNTARY CONTROLLED) POLICY & PROCEDURES VERSION: FINAL JANUARY 2017 (Affecting mid-term transfers from August 2018 onwards and Secondary transfers for entry in September 2018)