



**Heath Lane Academy**

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Part of United Learning

# **Admissions Policy 2025 - 2026**

REVIEWED BY: United Learning

DATE REVIEWED: July 2024

DATE OF NEXT REVIEW: July 2025

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# Heath Lane Academy Admissions Policy 2025-2026

## 1. Introduction

- 1.1 Heath Lane Academy is a co-educational secondary school catering for students from age 11 through to age 16. The academy is part of United Learning, 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 [www.heathlane.midlandat.co.uk](http://www.heathlane.midlandat.co.uk) and within the prospectus.

Admissions Timeline Secondary Transfer:

- 31<sup>st</sup> October - Closing date for applications to the Local Authority (LA)
- 28<sup>th</sup> February – Publication of appeals timetable on LA website
- 1<sup>st</sup> March – (or next working day) – National offer day for secondary school places
- April – August – Appeals process and outcomes
- August – New intake starts at school

### 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 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:

- i. Children who are looked after and those children who were previously looked after children.

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definitions:

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 (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 (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having

been looked after and those children who appear (to the admission authority) 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.
- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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.

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

ii. Children living in the catchment area who will have a sibling at the school at the time of admission.

The term sibling relates to:

- Brothers or sisters who share the same parent(s)
- A half-brother, half-sister or legally adopted child living at the same address
- A child looked after by a local authority placed in a foster family with other school age children
- A stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

iii. Other pupils living in the catchment area

In determining an application for a school place, the Council on behalf of the Academy may request evidence of an address or of a move into a catchment area or arriving in the UK.

a) Such evidence may include but not be limited to:

- Opening Council Tax Bill;
- Signed and dated copy tenancy agreement;
- Copy of a letter of completion of house purchase from a solicitor.

b) In addition to the above, the following may also be asked for:

- Copy of child benefit letter;
- Copy of current driving licence;
- Copy of registration of GP practice or hospital consultant.

c) Where a family has moved in with relatives or friends (including new to UK):

- A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;
- A copy of most current Council Tax bill from occupier;
- Stamped passport or visa;
- Boarding passes.

Where the Council does not consider it has been provided with satisfactory proof of address, the application will not be processed until the Council is satisfied that adequate proof has been obtained.

iv. Children living outside the catchment area who will have a sibling at the school at the time of admission.

v. Other children living outside the catchment area. For criterion v., measurement of distance of up to three decimal places will be in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised geo-coded mapping system. Where

there is equal distance then lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.

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.

- vi. Children of staff in either or both of the following circumstances:
  - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
  - b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit of quartering address will be used as the child's home address, where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a) Allocate a place 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. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- b) Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.

#### **2.4 Tie Break when Applying the Oversubscription Criteria**

If having applied the priority criteria, two or more applications have identical ranking lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.

### **3. Late Applications**

- 3.1 All requests received by 31<sup>st</sup> October 2025 (national closing date) will be considered first and in accordance with the approved priority criteria. All applications received after the closing date will be considered after those that have been received on time.

### **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 31<sup>st</sup> August 2026. This will be maintained by the Local Authority's Admissions Service. 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.
- 4.2 It may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

## 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 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.
- 5.4 Application link:  
[Apply for a secondary school | Leicestershire County Council](#)
- 5.5 If 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.
- 5.6 The Council will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days.

## 6. Fair Access Protocol

- 6.1 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.
- 6.2 Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Council may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The following is a non-exhaustive list of what may be considered to be exceptional:

- Change of address i.e. where the change of address is into the catchment of the school;
- New significant and material evidence has come to light in personal circumstances;
- A significant change in medical circumstances (apart from medical attention for distress, anxiety as a result of unsuccessful applications / appeals);
- There has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase in their PAN, increase in the number of teaching staff

In such instances parents must provide written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Admitting Authority a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.

- 6.3 Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the Academy for the purposes of an application for a school place is the one where the child lives that is the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

Where weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week period, and one parent lives in another school catchment, the parents will be required to choose one address for the purposes of completing a school application. If those with parental responsibility are unable to agree on the preferences, it may be necessary for parents to obtain further legal advice. Leicestershire County

Council on behalf of the academy will continue to process an application unless legal documentation is provided that states an application cannot be processed or a pending court hearing. In cases where multiple applications are received for the same child, LCC on behalf of the academy will establish where the child lives for the majority of the time. Where parents cannot agree a single address, parents will be required to seek a Court Order to determine which address is to be used. Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place in fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

## **7. Appeals**

7.1 If an application for a school place is refused, a refusal letter is issued, which will set out the reason for refusal and the right to appeal. Parents have a right to appeal to an Independent Appeal Panel. The decision of an Independent Appeal Panel is binding on parents and the admitting authority.

To appeal, please go to the Leicestershire County Council website -

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online>

7.2 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.

## **8. Fraudulent Information**

8.1 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.

## **9. Objections**

9.1 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 2025.

## 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. Please contact the Local Authority's admissions service with queries regarding our catchment area.
3. 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.
4. 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.
5. 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.