



Huxlow Academy

Ambition • Respect • Pride

Policy Owner	Department	Effective Date	Approval Date	Review Cycle	Revision Due Date
L Gauvrit	Assistant Headteacher	February 2023		Annual	February 2024

ADMISSIONS POLICY 2024-25

Policy Approver: Academy Improvement Board

Version Control

Version Number	Date of Change	Changes Made
4.	April 2020	Updated in line with NCC guidelines
5.	August 2021	Updated with new School Admissions Code
6.	February 2022	Dates updated to 2023



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1. Policy Name

Admission Policy

2. Aims

This policy aims to:

- Explain **how to apply** for a place at Huxlow Academy
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

3. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, the college is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

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.

4. How to apply for a place in the Normal Admissions Round

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Year 7), using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day (01 March or the next working day)

To apply for a place through North Northamptonshire Council, please visit www.northnorthants.gov.uk/school-admissions

5. Allocation of places

5.1 Admission number

Huxlow Academy has a Published Admissions Number (PAN) of 150 for year 7. The Academy will accordingly admit to a maximum of 150 students in each year if sufficient applications are received. All applications will be admitted if fewer than the numbers listed above apply.

Places will first be allocated to children who have an Education, Health Care (EHC) Plan that names the school as offering the appropriate provision.

5.2 Oversubscription admission criteria

When there are more applications for places than there are places available, priority will be given in the following order:

- i. Looked after and all previously looked after children (see definition in section 6).
- ii. Pupils who live in the designated area - Finedon, Great Addington, Irthlingborough, Little Addington, Woodford and who will have an older -sibling (see definition) continuing at the Academy in September 2023.
- iii. Pupils who live within the designated area.
- iv. Pupils who live outside the designated area and who will have an older sibling (see definition) continuing at the Academy in September 2023.
- v. Pupils who live outside the designated area.

5.3 Allocation to PAN

If the admission number is exceeded within criterion (ii) or (iii), priority will be given to those who live furthest from the nearest alternative school. If the admission number is exceeded within any other criterion, priority will be given to those who live closest to the school, with distances measured using the North Northamptonshire Council's GIS system.

5.4 Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

6. Definitions

Looked after Children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Looked after Children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted.

Siblings:

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion.

For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- stepbrothers and stepsisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

Defined Area (also known as linked or designated area/village):

The defined area for the Academy is:

Irthlingborough, Finedon, Great Addington, Little Addington and Woodford

Home Address (Child's):

The child's home address is defined as the address at which the child normally resides with their parent/carer at the time of application. If a child lives with parents who are separated, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive)

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

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

7. Children of UK Service Personnel and Crown Servants

Huxlow Academy will use the address at which the child will live when applying oversubscription criteria, as long as the parent provides some evidence of their intended address. A Unit or quartering address will be used as the child's home address when considering the application where the parent requests this.

8. In Year Admissions

Huxlow Academy will be part of the local authority in year coordination scheme. All Academy applications must be made online through North Northamptonshire Council Admissions Team.

9. Challenging Behaviour

'Challenging behaviour' has been defined in the new Admissions Code (footnote 76) as:

- "behaviour unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/ other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment"
- Children with challenging behaviour may also be disabled (Equality Act 2010) and Huxlow Academy will also consider its duties under that Act.

10. Fair Access Protocols

Huxlow Academy will make available a representative authorised to participate in discussions on placing children via the Fair Access Protocols (FAP) that have been set out by the local authority in order to make decisions on placing children via the FAP and admitting children via the FAP when the school is full. When a child is considered under FAP, Huxlow Academy will offer a place within 20 school days and make arrangements for the child to start school as soon as possible.

11. Fraudulent or Misleading Applications

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

12. Conflicting Applications

If we receive more than one application for the same child (made by separated parents) and where the home address and / or the preferences do not match, **neither application will be processed** until such time that the parents can agree on both the address and the preferences. If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at the Academy.

13. Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 31 October. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (01 March or the next working day).

Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's composite prospectus on the North Northamptonshire Council (NNC) website).

14. Requests for admission outside the normal age group

Parents/carers may seek a place for their child out of their normal age group. They must put their request in writing to the school. In addition, requests by parents to delay their child's application to Year 7, should be supported by the Headteacher of the child's Primary school who will also be consulted as part of the process.

The Admission Authority of the school will consider the request and decide 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 parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head teacher of the school concerned.

The Admission Authority of the school **MUST** set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the Academy but it is not in their preferred age group.

15. In-year Admissions

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.

If the Academy's published admission number has been reached in a child's year group, we will not be able to offer a place at the Academy. Parents/carers can ask for their child's name to be added to the waiting lists (see below for more information).

Applications for in-year admissions should be made online to the local authority on NNC's website.

16. Waiting Lists

Waiting lists are held for all year groups by the Academy.

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists will be cleared at the end of each school term. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team/school, in writing, by the start of each subsequent term (ie: during the Christmas and Easter breaks) to renew your interest. When a place becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 5.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority.

17. Appeals

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

Parents/carers wishing to appeal should complete the online appeal form on the NNC website. Please visit [Appeal a school place | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk) for more information and to complete the form.

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to AppealsTeam.NCC@northnorthants.gov.uk within 10 working days of the submission of the appeal.

Appeals must be lodged in writing, giving the reasons for appeal, by 5pm on 29th March 2024.

Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

NB: For appeals concerning places not offered during the normal admissions round, i.e., in-year places, appeals should be submitted within 30 days of refusal of a place.

18. Admissions policy review

This policy will be reviewed and approved by the Academy Interim Board annually.

Consultation:

When changes are proposed to the Academy's admission arrangements, the governing body **must** consult on their admission arrangements (including any supplementary information form) that will apply for admission applications the following school year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

Determination:

All admission authorities **must** determine (i.e., formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required. Admission authorities **must** determine admission arrangements by **28 February** in the determination year.

Signed
Chair, Academy Interim Board

Date