



# HOUGHTON REGIS ACADEMY

## **ADMISSIONS POLICY** **2019/2020**

This policy was reviewed and approved by the Greenwood Academies  
Trust Board on 15 December 2017.

## **PROCEDURE FOR ADMITTING PUPILS TO THE HOUGHTON REGIS ACADEMY**

The Houghton Regis Academy provides for the needs of children who live in Houghton Regis and the surrounding area.

Pupils will be admitted without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Houghton Regis Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

### **Admission number for secondary provision (age 11)**

1. The Academy has the following agreed admission numbers:

- 150 for pupils in Year 7

The Academy will accordingly admit a maximum of 150 pupils in the relevant age group each year if sufficient applications are received.

### **Process of Application**

2. Arrangements for applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements; parents resident in Central Bedfordshire can apply online at:

[www.centralbedfordshire.gov.uk/learning/schools/school-admissions](http://www.centralbedfordshire.gov.uk/learning/schools/school-admissions)

Parents resident in other areas must apply through their home Local Authority.

3. The Houghton Regis Academy will use the LA's timetable for applications each year (exact dates within the months may vary from year to year).
- a) In September – the Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September.
  - b) September/October – the Houghton Regis Academy will provide opportunities for parents to visit the Academy.
  - c) By 31 October – Parents complete the common application form (CAF) and return it to the LA to administer.

### **Consideration of applications**

4. The Houghton Regis Academy will consider all applications for places at the Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

### **Procedures where the Academy is oversubscribed**

5. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

## **Admission to Year 7**

6. The Houghton Regis Academy will first accept all pupils with a statutory right to a place through a Statement of Special Educational Needs or an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:
  - a) All 'Looked After' children previously 'Looked After' children\*.
  - b) A child with a sibling\* on roll at the Academy at the time of application and admission.
  - c) Any other children.

In the event of over-subscription using the above criterion, priority will be given to those living closest to the Academy using a straight line distance and using the LA's computerised measuring system\*.

The Local Authority will measure the distance from the address point of the child's home to an agreed point on the Academy site.

\* *see definitions*

## **Admission of children outside their normal age group**

7. Parents may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate and they should only be educated out of their normal age group in very limited circumstances.

The decision to allow a child to repeat a year or to admit a child into a cohort outside their chronological year group lies with the Academy, in liaison with the Local Authority, based on the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent.

8. Any parent of wanting their child to be admitted outside of the normal age group for Year 7 should make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

Any parent wanting their child to be admitted out of the normal age group in any other year should submit a request, in writing, to the Houghton Regis Academy as soon as is possible.

## **Operation of Waiting Lists**

9. As required by the Schools Admissions Code, the Houghton Regis Academy will maintain a waiting list until the end of the autumn term. Applications for inclusion on a waiting list will be ranked solely according to our over-subscription criteria as described in paragraph 6 above.

## **Arrangements for admitting pupils to other year groups, including replacing any pupils who have left the Academy**

10. The LA will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.

11. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.
12. If more applications are received than there are places available, the over-subscription criteria in paragraph 6 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

### **Right of Appeal**

13. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions. Appeals should be made within twenty (20) school days of the date of refusal.
14. If refused admission you should contact the Academy at the address below to lodge an appeal:

Houghton Regis Academy  
Parkside Drive  
Houghton Regis  
Bedfordshire LU5 5PX

Please mark your envelope 'Admissions Appeals'.

### **Fair Access**

15. The Houghton Regis Academy participates in the Central Bedfordshire Council's Fair Access protocol.

All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in this protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

### **Fraudulent or Misleading Applications**

16. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

## **Definitions**

### **1. Definition of 'Looked After' children and previously 'Looked After' children.**

In accordance with Section 22 of the Children Act 1989, a 'Looked After child' is defined as:

- a child who is in the care of a Local Authority at the time an application for admission to the Academy is made
- a child who is being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to the Academy.

Previously Looked After children are children who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002.

### **2. Definition of siblings and the position of twins**

Siblings are defined as:

- children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, both will be considered together as one application. The Academy's admission number may be exceeded by one.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children.

### **3. Definition of the distance of a child's home to the Academy**

Distance is measured as the straight line distance from the Academy's main reception to the front door of the child's home. This 'straight line distance' will be determined using the LA's computerised measuring system.

Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the Academy than any above it.

Where two or more dwellings with the same front entrance are located on the same floor of the same building, the closest dwelling to the front door, counting clockwise, will be regarded as being closer to the Academy than any subsequent dwelling counted clockwise.

Where a child lives with parents with shared responsibility, each for part of a week, the 'home' address will be determined as the address at which the child resides for the majority of the week and/or where the child is registered with a doctor and/or where the child benefit is paid. The home address will also be checked against original official documentation including a council tax bill or a recent utility bill.

*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)*