



Hollingworth
Learning Trust

A Hollingworth Learning Trust Academy

NEWHOUSE ACADEMY

Admissions Policy 2023-24

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NEWHOUSE ACADEMY ADMISSIONS POLICY

The Chief Executive of Rochdale Borough Council makes the offer of a school place at Newhouse Academy for Year 7 on behalf of The Hollingworth Learning Trust, (HLT), who is the admitting authority for the school. Headteachers or school-based staff are not authorised to offer a child a place for Year 7 for September intake.

The HLT delegates the power to make the offer of places in all other year groups and for entry to Year 7 outside of the September intake to the Academy.

1. GENERAL

- 1.1 Newhouse Academy (the "Academy") operates an admissions policy which seeks to ensure that it truly serves as an academy at the heart of its community. Its approach to admissions ensures that children who are looked after/formerly looked after are prioritised.

1.2 Requirement to admit students

- 1.2.1 The Academy is committed to a straightforward, open, fair and transparent admissions arrangement. The Academy acts fully in accordance with its legal responsibilities as outlined in the School Admissions Code 2021.
- 1.2.2 Subject to its right of appeal, the Academy will admit all students who have named the Academy in an Educational Health Care Plan.

1.3 Oversubscription criteria, admission number, consultation, determination and objections

- 1.3.1 The Academy's admission arrangements include oversubscription criteria, and an admission number for each relevant age group.

1.4 Children Educated outside of their chronological age group

- 1.4.1 A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.
- 1.4.2 Parents should still apply in the normal admission round and indicate their request on the preference form, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. In addition, applications for deferment should be made by letter addressed to the Headteacher of the Academy and any relevant accompanying evidence should be attached. These applications must be submitted to the Academy by the closing date. Applications will be put before the Academy's Local Governing Body, who on behalf of the HLT Board, will consider the applications and notify the parents in writing whether the request is agreed.
- 1.4.3 There is no right of appeal against a decision relating to admission out of chronological age.

2. PROCESS

2.1 Year 7 Intake

- 2.1.1** The Academy is part of the Rochdale Borough Council's (the "Local Authority") coordinated arrangements which require all parents/carers to complete a Common Preference Form (CPF) provided by the Local Authority.
- 2.1.2** Copies of the form are available from the Admissions Team at the Local Authority or online at <https://www.rochdale.gov.uk/school-admissions-appeals> Full details of the application process are available at this web address.
- 2.1.3** When completing the CPF, the Academy must be listed as one of the references. Inaccurate or false information on the form may result in any awarded place being withdrawn.
- 2.1.4** The closing date for applications to be submitted to the Local Authority is 31 October, for a place to start at the Academy in the following September.
- 2.1.5** There is no guarantee that preference forms returned after the deadline will be considered at the same time as those received on time. Any applications received after 28 November will only be dealt with after all other preferences have been considered, unless there are exceptional and significant reasons.
- 2.1.6** Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this. When you apply, you are confirming you have the consent of all other persons to make the application. If we receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until we have received (either):
- written evidence that everyone holding parental responsibility agrees the application; or
 - a Court Order specifying who should apply.
- 2.1.7** All offers of places will be made by your home local authority on National Offer Day of 1 March (or the first working day after).

2.2 In-year Transfer Applications

- 2.2.1** The Academy determines in year transfer applications. These applications will be forwarded to the Academy. If you do not have access to the internet, you can obtain an In-Year Common Preference Form available from the Academy.
- 2.2.2** Full details of the application process are available at the Local Authority's web address <https://www.rochdale.gov.uk/school-admissions-appeals>
- 2.2.3** Inaccurate or false information provided on the form may result in the withdrawal of any place offered.
- 2.2.4** Parents/Carers will be notified by the Academy of the outcome of an in-year application.

2.2.5 Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the Academy, if there is a place available. If a place is available, but no house move has taken place, you may only be offered the place to start at the beginning of the next term.

2.2.6 If the Academy is full you will be offered the right of appeal. See Appeals Procedure and Waiting Lists sections of the Policy below.

2.2.7 Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this. When you apply, you are confirming you have the consent of all other persons to make the application.

2.3 Published Admissions Number

2.3.1 The Academy has an admission number of 210 in Year 7 for September 2023 intake.

2.4 Allocation of Places

2.4.1 When the Academy is oversubscribed, priority for admission will be given to those children who meet the criteria set out below.

2.5 Oversubscription Criteria

Priority 1

Looked-after children and previously looked-after children (see note 1).

Priority 2

Children with siblings who are on the roll at the Academy at the time when the child applying starts at the academy (i.e. in September for Year 7 Intake children). Please ensure that you complete the relevant section on the local authority online Common Preference Form.

Priority 3

Priority will be given on the distance from home to school with those living closer having the priority. Distance will be measured using the Local Authority's computerised measuring system.

If the distance is the same for two or more applicants for the last place/s to be allocated, a random lottery will be carried out in a public place.

Living in the catchment area does not guarantee a place at the Academy.

Priority 4

Any other children.

2.6 Tie break

2.6.1 Within each criterion, if there is oversubscription, the places will be allocated according to distance measured in a straight line. Children living closer to the Academy will, therefore, be allocated a place before those who live further away (see note 3).

2.6.2 Random allocation will be used as a tie-break in all categories to decide who has highest priority for admission if the distance between a child's home and the

Academy is equidistant in any two or more cases. This process will be overseen by an independent person.

- 2.6.3** Random allocation will not be applied to multiple birth siblings (twins, triplets, etc.) from the same household where they are tied for the final place. We will admit them all, exceeding the PAN for the academy in this instance.

2.7 Accepting an Offer

- 2.7.1** Parents/carers will be asked to accept the offer of a school place. This will not affect their position on any waiting list for a higher preference at another school or academy, or their right to appeal. Parents/carers who do not wish to accept the offer, or do not accept the offer within a reasonable time, may have the place withdrawn.

2.8 Appeals Procedure

- 2.8.1** Rochdale Borough Council coordinates the appeals on behalf of the Academy. Parents/carers who want to appeal against the decision not to offer their child a place at the Academy should complete and return the appeal form. If you do not have access to the internet, you can obtain an Appeal Form available from the Academy or on the academy website.
- 2.8.2** The appellants will receive at least ten school days' (see note 6) notice of the place, date and time of their appeal hearing. This notification will be given by the Clerk to the Independent Appeals Panel and will contain details regarding any questions which the appellants have in advance of the hearing.
- 2.8.3** The appeal will be heard by an Independent Appeals Panel which the appellants can attend to explain their case. If they wish, the appellants may be accompanied by an adviser or a friend.
- 2.8.4** Following the appeal, the Clerk will send decision letters to the parties within five school days of the hearing wherever possible.

2.9 Waiting List

- 2.9.1** The Academy operates a waiting list for each year group. Where, in any year, the Academy receives more applications for places than there are available, a waiting list will operate. Parents/carers are required to request to be placed on the waiting list, this is not done automatically. Parents/carers can inform the Academy they wish to be placed on the waiting list.
- 2.9.2** Children's position on the waiting list will be determined solely in accordance with the published oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.
- 2.9.3** The waiting list will be maintained for each academic year and is cleared at the end of each academic year. Parents/carers will need to re-apply if they wish their children to be re-entered on the waiting list at the start of each academic year.
- 2.9.4** Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

3. DETAILS AND EXPLANATIONS

3.1 Note 1

A looked after child is defined as a child who is (one of the following):

- in the care of a local authority; or
- being provided with accommodation by a local authority's social services (see the definition in Section 22(1) of the Children Act 1989).

A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

- adopted;
- became subject to a Special Guardianship order; or
- became subject to a Child Arrangements Order.

You must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority care) with your application.

For children who were in state care outside of England and were then adopted, you must submit evidence with your application so this priority can be verified. The evidence must show:

- your child's adoption (an adoption order or adoption birth certificate); and
- that they were in state care outside England (a letter from the state).

3.2 Note 2

For these purposes "siblings" means full, step, adopted, half or foster brothers and sisters. We can give priority for brothers and sisters only if they are living in the same house and, in the case of Year 7 Intake applications, the application is received by the closing date. At the date of their entry to the Academy the sibling must be living permanently and at the same address as the child for whom a place is being requested. The definition of sibling does not include cousins or families sharing a house.

3.3 Note 3

If the Academy has to move to a temporary site for any reason, we will base our distance measurements on the Academy's permanent site.

3.4 Note 4

For admission purposes, a child's home address is defined as the address at which the child normally resides. Where a child lives at more than one address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as that at which the child is registered with their GP. Parents/carers must not give the address of a child-minder or relative. If there is a plan to move to a new house, parents must still give the current address. If parents move after the deadline for submission of the preference form, they must inform the Academy and the Local Authority's Admissions Team of the new address.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses and we could ask the local authority to change the school place offer.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

As soon as you move house, you must tell Rochdale Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of the new address. They may have to change the school place offered to you.

3.5 Note 5

School days are those days when the Academy is in session. They do not include, for example, weekends and school holidays.

4. FAIR ACCESS PROTOCOL

- 4.1** As part of the co-ordinated admissions arrangements with the Local Authority the Academy may accept "hard-to-place" students onto its roll in accordance with the In-Year Fair Access Agreement. These are special cases arranged outside the boundaries of this admissions policy.

5. ADMISSION OF STUDENTS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

- 5.1** The Academy shall ensure that students with an Educational Health Care Plan are admitted in accordance with its Admissions Policy.
- 5.2** Where a Local Authority proposes to name the Academy in an Educational Health Care Plan made in accordance with section 324 of the Education Act 1996, the Academy shall consent to being named. The exception to this is where admitting the child would be incompatible with the provision of efficient education for other children, and where no reasonable steps may be made to secure compatibility. In deciding whether a child's inclusion would be incompatible with the efficient education of other children, the Academy shall have regard to the relevant guidance issued by the Secretary of State to maintained schools.
- 5.3** In the event of any disagreement between the Academy and the Local Authority over the proposed naming of the Academy in a statement, the Academy may ask the Secretary of State to determine whether the Academy should be named. The Secretary of State's determination shall, subject only to any right of appeal, be final.