

# Hucknall Flying High Academy Admission Arrangements for 2020-2021

## Admission Numbers

The school has an admission number of 30 for entry in year Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

## Admission Procedures

Admissions for children about to start school are decided by the governors of the school, but applications will be processed by the local authority as part of the coordinated admissions process. This means that you will need to complete your home Local Authority common application form for this school as well as other choices of school.

Applications for this school for pupils who live in Nottinghamshire should be made on line at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions) or by telephone on 0300 5008080. For pupils who live outside Nottinghamshire applications should be via the home Local Authority admission process.

The closing date for applications which are made by Nottinghamshire coordinated admission arrangements is 15/01/2020. Applications being made outside of Nottinghamshire need to be in line with the application timeline for the relevant home Local Authority.

## Admission Oversubscription Criteria

The criteria in this section applies to entry at all phases of the school. When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. Children by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address. Distances are measured from the main entrance of the child's address to the door outside the academy's reception on the site where the child will predominantly

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<sup>1</sup> 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. This includes children who were adopted under Act 1976 (see section 12 Adoption Orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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. <sup>19</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

be based. and who, at the time of admission, will have a brother or sister attending the school.

3. Children by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address. Distances are measured from the main entrance of the child's address to the door outside the academy's reception on the site where the child will predominantly be based.
4. Other Children

### **Tie Break**

Where one child of a multiple birth can be admitted, the other child/children will also be admitted, as permitted by the infant class size rules and exceed our PAN.

In the event of two distances being equal then lots will be drawn and the process will be independently verified.

### **Late Applications**

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Deferred Starting Date**

Parents offered a place in reception for their child have the right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age.

Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Children should only be educated out of the normal age group in very limited circumstances.

### **Admission of Children in other Year Groups**

Admissions arrangements for children in other Year Groups, either at the start of the school year or during the school year are decided by the governors of the school, and applications are processed by the school.

Applications for admission to year groups, other than Reception, will be considered in relation to the published admission limit. If places are available within the year group, the child will be admitted. If there are more applications than places available, the oversubscription criteria above will be used to determine which child can be offered a place. The published admission number for the year groups are: F2 – 30, Yr1 – 30, Yr2 – 30, Yr3 – 30, Yr4 – 30, Yr5 – 15, Yr6 - 15

A waiting list will be in operation for all other years where the school receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year.

Where the number of children in a particular year group falls below the published admission number, the person whose name appears first on that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the school's published oversubscription criteria.

Parents are welcome to ask what position they currently hold on the list. However, because the school constantly receives applications for admission throughout the year, the waiting list is continually being re-ordered. Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the academy in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

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

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, 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. Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

### **Waiting List**

The school operates a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end

of the academic year in which the application was made. This will be maintained by Hucknall Flying High Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the 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.

## **Appeals**

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal. Applicants wishing to appeal should contact the school within 20 school days of the refusal letter to obtain the necessary forms by writing to Hucknall Flying High Academy or emailing the school. The school will be responsible for ensuring an Independent Appeal Panel hear the appeal within 30 school days of the appeal being lodged, and a letter will be sent to parents within 10 school days of the hearing (unless a shorter period has been agreed with parents) inviting them to the Appeal Hearing and requesting any additional information they wish to provide. Decision letters will be sent to Parents within 5 school days of the Hearing, where this is possible.

## **Fair Access Protocol**

Hucknall Flying High Academy participates in Nottinghamshire County Council's Fair Access Protocol.

## **Notes**

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

