



**Hartshill Academy**

The best in everyone™

Part of United Learning

# **Admissions Policy**

## **2024-2025**

DATE REVIEWED: Autumn 2023

DATE OF NEXT REVIEW: Autumn 2024

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## **Hartshill Academy Admissions Policy 2024-2025**

### **1. Introduction**

- 1.1 Hartshill Academy is a co-educational secondary school catering for students from the age of 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 [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions). Details of open events for parents and their children can be found on the academy's website.

#### **2.2 Published Admission Number**

The published admission number for year 7 at Hartshill Academy is 210. When the number of applicants for this age group is below this number, then all applicants will be admitted.

#### **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 statements of Special Educational Needs where the academy is named on the statement, applications will be considered against the criteria below and in the order in which they are set out:

- i. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See appendix 1 for a definition of an adoption order and a residence order<sup>1</sup>.
- ii. Children living in the priority area<sup>1</sup> who will have a sibling<sup>1</sup> at the academy at the time of admission. See appendix 1 for a definition of the priority area and a sibling.
- iii. Other pupils living in the priority area.
- iv. Children living outside the priority area who will have a sibling at the academy at the time of admission.
- v. Other children living outside the priority area.

Within each oversubscription category, decisions are based on the distance<sup>1</sup> between the child's home address<sup>1</sup> and the school site, with priority going to those living nearest the school site. See appendix 1 for a definition of distance and home address.

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.

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

In the event of a tie between two or more applicants who cannot be separated when applying the oversubscription criteria, a process of independently verified random allocation will be used to allocate the places.

#### **2.5 Late Applications**

All applications received up to and including 31 October of each year for the following academic year will be treated as on time. Applications received after this date will be considered to be late and may not be processed until after the following 1<sup>st</sup> March.

### **3. Waiting Lists**

- 3.1 Where in any year Hartshill Academy receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December of the same year. This will be maintained by the Local Authority's Admissions Service. Parents wishing to be considered after that time should refresh their application direct with the academy. 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. In-Year Admissions / Admissions other than Transfer at the Start of Year 7**

- 4.1 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 academy 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 oversubscription criteria above for the relevant age group shall apply. 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. Fair Access Protocol**

- 5.1 Hartshill Academy will participate in Warwickshire Local Authority's In Year Fair Access Protocol.

## **6. Appeals**

- 6.1 There will be a right of appeal to an independent appeal panel for unsuccessful applicants. Should a parent wish to make an appeal, then full guidance on what to do, the form to be completed and the name of the organisation running the appeals process can be obtained by contacting the school directly.

## Appendix 1 - Definitions

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).

The **priority area** of the academy is as outlined below:

From the A5 the priority area follows the boundary of Hartshill Parish to Mancetter Road. The boundary then follows Mancetter Road and Tuttle Hill to the Coventry Canal. The southern boundary is formed by the Canal as far as the railway line and then the railway line as far as the Ansley Parish boundary. The priority area then takes in all of the Ansley Parish including Birchley Heath and Ridge Lane. The northern boundary is then formed by the Hartshill Parish boundary to the A5.

A **sibling** is defined as a brother or sister (including half-brother or half-sister, adopted, step brother or step sister) living at the same home address as the child applying for a place.

**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.

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.