

# East Midlands Academy Trust

## Admissions Policy 2022/23

**'Every child deserves to be the best they can be'**

East Midlands Academy Trust is a company limited by guarantee registered in England & Wales No. 08149829  
Orchard Academy, Shepherdswell Academy, Castle Academy, Hardingstone Academy, Stimpson Avenue Academy,  
Prince William School and Northampton International Academy are all business names of the East Midlands Academy Trust.



| Scope: East Midlands Academy Trust & Academies within the Trust  |   |
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| <b>Version: V4</b>   | <b>Filename:</b><br>EMAT Admissions Policy  |
| <b>Approval: September 2020</b><br><i>Approved by the Trust Board 25/09/2020 <u>subject to changes pending policy consultation</u></i> | <b>Next Review: September 2021</b><br><i>This Policy will be reviewed by the Trust Board annually</i> |
| <b>Owner:</b><br>East Midlands Academy Trust Board of Trustees   | <b>Union Status:</b><br>Not Applicable  |

| Policy type: |                                   |
|--------------|-----------------------------------|
| Statutory    | Replaces Academy's current policy |

## East Midlands Academy Trust Admissions Policy 2022-2023

### **Introduction**

As the admissions Authority for our academies, East Midlands Academy Trust is responsible for the admission arrangements. The policy for the Trust is to follow the relevant local authorities' coordinated admission arrangements:

- Orchard and Shepherdswell: **Milton Keynes Local Authority**
- Northampton International Academy, Hardingstone Academy, Castle Academy, Stimpson Avenue Academy, Prince William School: **Northamptonshire County Council**

It has also been agreed that the Local Authority for which each school is located will manage the coordinated admissions process and, in conjunction with the Trust, allocate admissions applications to each of the academies: this will be coordinated by each Local Authority using a common application form and will be in conjunction with each Local Authority's coordinated scheme setting out timeframes for applications to be processed.

### **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

**Previously 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

**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
- step-brothers and step-sisters
- 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.

**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.



### **Requests for admission outside the normal age group**

#### **Requests for admission outside the normal age group (Summer Born):**

Parents/carers who wish to apply for a place in Reception out of the normal age group, should make their request to delay their application in writing to the school in the first instance. The request should be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to delay applying. This will ensure that if the admission authority does not agree to the request, there is still time for parents/carers to submit an application for the normal year of entry by the statutory deadline (15<sup>th</sup> January). The admission authority will make a decision 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 Head teacher's views.

**What happens next?:** The Admission Authority will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

- If the Admissions Committee **agrees** to the parent's/carer's request to delay the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

**Please note** – in this following normal admissions round, if the School is oversubscribed, all applications (including delayed applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will



have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;

- If the Admissions Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15<sup>th</sup> January or make an in-year application for a Year 1 place at the appropriate time.

**Requests for admission outside the normal age group (Not Summer Born):**

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

The Admission Authority of the school will consider the request and make a decision 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 school but it is not in their preferred age group.

## **Individual Academy Admissions Oversubscription Criteria**

### **Orchard Academy**

**The catchment area is defined as Campbell Park south of the park, Springfield, Fishermead – roads north east of Pencarrow Place and Mullion Place, South Central Milton Keynes and Woolstone.**

#### **Oversubscription Criteria**

Places will be allocated to pupils who have a statement of SEN or EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, residence/child arrangements order or special guardianship order. All LAC and previously LAC are given the highest priority in all schools' oversubscription
2. ~~Children who live in the defined area and have a sibling on roll at the time of admission. Proof of residence may be required.~~ **A child with a sibling at the school, or at Shepherdswell Academy, who is expected to be on roll at the school or Shepherdswell Academy at the time of admission.**
3. Children who live in the defined area served by the school. Proof of residence may be required.
4. ~~Denominational preference for a Church of England school, supported by evidence that a parent has been for the last year a regular worshipper (on average at least twice per month) at the relevant local church. Parents should attach a form available from the C of E school, which must be completed by the priest or minister confirming church commitment.~~
5. ~~Children who live outside the defined area and have a sibling on roll at the time of admission.~~
- 6.4. Children who live outside the defined area of the school.

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### Allocation of PAN

If the published admission number (PAN) is exceeded within any criterion priority will be given to children living nearest the school. Distances are measured from the address point of the child's normal home address to the school's main entrance, measured in a straight line, using the Local Authority's computerised measuring system with those living closest to the school receiving the higher priority.

### Definition of 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 who, in any of these cases, will be living with them at the same address at the dates of their entry to the Academy.

## Shepherdswell Academy

**The defined catchment area is Campbell Park south of the park, Springfield and Woolstone.**

### Oversubscription Criteria

Children who have a statement of SEN or an Education, Health Care Plan naming Shepherdswell Academy will be given priority for admission within the normal admission round. Where there is oversubscription the following criteria will be used to allocate places:

1. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, residence/child arrangements order or special guardianship order. All LAC and previously LAC are given the highest priority in all school's oversubscription
2. A child with a sibling at the school, or at Orchard Academy, who is expected to be on roll at the school or Orchard Academy at the time of admission.
3. The child's place of residence is within the catchment area of the school and there is no sibling.
4. Other children.

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### **Allocation of PAN**

In the event of there being more applicants meeting any of the criteria above places will be allocated in distance order using the distance between the child's normal home address and the school's main entrance, measured in a straight line, using the council's computerised measuring system with those living closest to the school receiving the higher priority.

### **Definition of 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 who, in any of these cases, will be living with them at the same address at the dates of their entry to the Academy.

## **Castle Academy and Stimpson Avenue Academy**

### **Oversubscription Criteria**

Places will be allocated to pupils who have EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. All LAC and previously LAC are given the highest priority in all school's oversubscription
2. Pupils with an older brother or sister continuing at the school at the time of admission of the younger child.
3. Pupils who live closer to the preferred school than any other school.
4. Other children.



### Allocation of PAN

If the published admission number is exceeded within criterion (3) 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. Distances are measured on a straight line basis from the address point of the child's home address to the address point of the school using NCC's Geographical Information System.

### Hardingstone Academy

Where there are more applications than there are places available, the governing body will admit pupils for whom an EHC has been issued, which names Hardingstone Academy as the most appropriate school in meeting the needs of the child. Additionally, pupils will be admitted according to the following criteria, which are listed in order of priority.

1. In the case of the oversubscription, the Governing Body will accept applications as a priority, for "looked after" children or previously "looked after" children but immediately after being looked after became subject to adoption, child arrangements order or special guardianship order, as defined in the education (admissions of looked after children) (England) regulations.
2. The governing body may admit up to one pupil on social and medical grounds, where appropriate professionals have clearly identified that the school can fully meet the needs of the pupil. These applications should be accompanied by documentary evidenced by appropriate professionals within the Health, or Social Care Services. Evidence needs to be sent to the school by 15<sup>th</sup> January the latest.
3. For children permanently resident in Hardingstone or Wootton Hall Park, the governing body reserves its entitlement to take reasonable steps to verify the accuracy of permanence of such residents.
4. Children who have older sibling continuing to attend Hardingstone Academy at the time of admission of the younger child.

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5. Proximity of the child's permanent residence to the school, with those living nearer to the school being accorded high priority.

#### **Allocation of PAN**

If the published admission number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight line basis from the address point of the child's home address to the address point of the school using NCC's Geographical Information System. The governing body reserves its entitlement to take reasonable steps to verify the accuracy and permanence of such residence.

### **Prince William School**

#### **Oversubscription Criteria**

Places will be allocated to pupils who have an EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. All LAC and previously LAC are given the highest priority in all schools' oversubscription
2. To children who have an older brother or sister continuing at the school at the time of transfer.
3. To students attending one of the feeder schools of Kings Cliffe Endowed, Thrapston, Trinity, Polebrook, Titchmarsh, Warmington, Oundle Primary, Glapthorn and Nassington.
4. To other children who live within the linked villages of Achurch, Aldwinkle, Apethorpe, Armston, Ashton, Barnwell, Benefield, Blatherwycke, Bulwick, Clopton, Cotterstock, Collyweston, Deene, Deenethorpe, Denford, Denford Ash, Duddington, Easton-on-the-Hill, Fineshade, Fotheringhay, Glapthorn, Hemington, Islip, Kings Cliffe, Laxton, Lilford-

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cum-Wigthorpe, Lowick, Luddington, Lutton, Nassington, Oundle, Pilton, Polebrook, Southwick, Stoke Doyle, Sudborough, Tansor, Thorpe Waterville, Titchmarsh, Thrapston, Thurning, Wadenhoe, Wakerley, Warmington, Woodnewton and Yarwell.

5. Children who live closer to Prince William School than any other school.
6. Other children.

### Allocation of PAN

If the published admission number (PAN) is exceeded within any criterion priority will be given to those who, live closest to the school. Distance will be measured on a 'straight line' basis, with distances measured using the NCC's GIS system.

## Northampton International Academy

### Primary Oversubscription Criteria

Places will be allocated to pupils who have an EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. All LAC and previously LAC are given the highest priority in all school's oversubscription
2. ~~Siblings of pupils attending the academy in year group reception to year 6.~~  
Siblings of pupils who will continue to attend NIA.
3. Pupils who live closer to the preferred school than any other school.
4. Other children.

**Commented [MJ1]:** Propose to change wording to align to Secondary phase. Point 2 should read: **Siblings of pupils who will continue to attend NIA.**  
This would cover all school.

### Allocation of PAN

If the published admission number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight line basis



from the address point of the child's home address to the address point of the school using NCC's Geographical Information System.

### Secondary Oversubscription Criteria

Places will be allocated to pupils who have an EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. All LAC and previously LAC are given the highest priority in all school's oversubscription
2. Siblings of pupils who will continue to attend NIA.
3. Pupils from Castle Academy for admission to the Secondary Phase.
4. Pupils who live closer to the preferred school than any other school.
5. Other children.

### Allocation of PAN

If the published admission number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. Distance is measured from the address point of the child's home to the address point of the main entrance to the academy using the NCC measuring process.

**NB: children in year 6 at NIA will automatically transfer to year 7 as this is an 'all through' school.**