

## **Harris Primary Academy Philip Lane Admission arrangements, 2019/20 set in accordance with annex 1 of the supplementary funding agreement for the academy.**

### **1) Throughout this document the following definitions apply:**

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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002 (or became subject to a residence order under the terms of the Children Act 1989 or special guardianship order). 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).

### **2) Nursery Provision**

The Academy Nursery has an agreed capacity of 52 part time places or equivalent FT places according to the criteria and need. The nursery school will be split into two sessions (Morning and Afternoon) – applicants will be accommodated in each session in part-time places. If spaces are available parents will be able to purchase the additional session, making the place full time.

Admission to the Nursery does not guarantee admission to the Academy's Primary provision and a separate application must be made for transfer from the Nursery to the Primary provision.

If undersubscribed, all applicants will be admitted. If oversubscribed, the following criteria will apply in the order of priority shown.

Nursery Provision oversubscription criteria

2.1 Statement of Special Educational Needs or an Educational Healthcare Plan 2.2 Children in care

2.3 Social Medical 2.4 Brother or Sister 2.5 Distance

### **3). Primary Aged Provision**

The Academy has an admission number of 60 in Reception.

The Academy will accordingly provide for the admission of this number of pupils each year, if sufficient applications for entry are received. Where fewer than the published admission number for the relevant year groups are received, the Local Authority who maintains the Reception admissions for Harris Philip Lane, will offer places at the Academy to all those who have applied.

Parents may defer their child's entry to the Reception until the child reaches compulsory school age, and parents can also ask that their child attends on a part-time basis until they reach compulsory school age.

The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year.

Applications for places in Reception should be made on the Local Authority's Common Application Form. These are accessible on the Local Authority's website and should be submitted in accordance with their published deadlines for applications.

Where a child is the subject of a Statement of Special Educational Needs where the Academy is named in the Statement or an EHC (Educational Healthcare) Plan, he or she will be admitted under different regulations.

After the admission of pupils with Statements of Special Educational Needs or EHC Plans, pupils will be admitted according to the following oversubscription criteria;

### Oversubscription criteria

**When the Academy is oversubscribed, priority for admission will be given to those children in priority order below:**

(1) Looked after children and previously looked after children

(2) Children who the Local Authority accepts have an exceptional medical or social need for a place at the academy.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified academy is the only academy that can meet the defined needs of the child.

(3) Children with a brother or sister already attending the academy and who will still be attending on the date of admission.

This category includes foster brothers and sisters, half brothers and sisters or stepbrothers and sisters. Parents should note that in all these cases, the brother or sister must be living at the same address as the child for whom the application is being made.

(4) Distance: children living closest to the academy.

This is measured in a straight line from post office address point for the child's home, to the post office point of the academy, supplied by the Royal Mail using a computerised mapping system.

### **Tie-breaker**

Distance will be used as a tiebreaker, if there are more applicants qualifying under any of those criteria than places available. Random allocation will be used as a tiebreaker if children have the same distance and priority cannot otherwise be determined. Where random allocation is used as a tiebreaker it will be independently verified.

Children of multiple birth

We will admit the 60th child's twin, triplet etc if they all apply at the same time. This is because the Academy Admissions Code allows us to admit such siblings as exceptions.

Waiting lists

The Academy will operate a waiting list for each year group. We will hold a waiting list for reception class places in our academy for the first term. After this, parents may write to the academy to ask for their child's name to be kept on our waiting list. In year waiting lists are maintained for one academic year and applicants are required to reapply for each academic year. The waiting lists will be maintained by the Academy Trust 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 and when each additional name is added the priority order will be

revised using the admissions criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

In year admissions

The Academy will consider any applications for other year groups or for reception places outside the normal admissions round and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the place will be allocated using the admissions criteria set out for reception admissions. If a place is not available parents may ask for their child to be added to a waiting list.

### **Waiting List**

Children's position on any 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. Whenever applications are made and a request made to be added to the waiting list the rank order of children on the waiting list will be recalculated using the oversubscription criteria.

### **Appeals**

Parents/Carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department for Education. The Academy will prepare guidance for parents/carers about how the appeals process will work and a timetable, and publish this on its website.