



## Heath Hayes Academy admission arrangements for 2021/22

Heath Hayes Academy is a primary academy in Cannock in Staffordshire Local Authority and is part of REACH2 Academy Trust. This admissions policy was finalised following public consultation on a Trust-wide approach to admissions. Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand. More information about REACH2 is available on our website: [www.reach2.org](http://www.reach2.org)

Heath Hayes academy joined the REACH2 Academy trust in January 2014. At Heath Hayes we pride ourselves on academic excellence along with nurturing children to grow into well-rounded, confident, happy children. The curriculum offers children exciting opportunities to apply their learning in a variety of different contexts which therefore makes learning real and engaging. More information is available on our website: [www.heathhayesacademy.co.uk](http://www.heathhayesacademy.co.uk)

### Admission number and process

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

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Academy Trust by Staffordshire Local Authority as part of the local coordinated scheme. All other applications ('in year' for Reception or other Year groups) are managed directly by the school.

### Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. Home-to-school distance – meaning that the remaining places are allocated in order of each child's proximity to the school.

## Definitions relating to the criteria

1. 'Looked after children' are (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 definition in Section 22(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.
2. 'Siblings' are defined as "a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners. The sibling must be at the school at the point of proposed admission." Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain - REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.
3. This option is only available for teaching or leadership staff with a permanent contract to work at the school (and not employees in REAch2 regional or central teams); it will be subject to confirmation by an independent REAch2 regional non-executive that, on the evidence available, the post does indeed relate to a skills shortage in the area. This is compliant with the statutory School Admissions Code – in fact the code allows for a wider definition/scope for children of staff but REAch2 has chosen a more limited approach.
4. 'Home-to-school distance' is defined/measured as a "straight-line measurement to the main gate of the school as calculated by the Local Authority's Geographical Information System". 'Home address' is defined as "the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes". Note – these definitions are used by the Local Authority in relation to admissions to schools that they maintain – REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers. The school and REAch2 as admissions authority reserve the right to carry out additional checks on the accuracy of the home address provided.

## Tie-breaker

Where the admission number given above is reached part way through one of the above over-subscription criteria, the remaining places available are allocated on proximity to the school<sup>1</sup>; but only after any applications are considered where there is third party evidence (e.g. from a medical specialist or a social worker), provided at the time of the application, setting out the exceptional medical/social need of the child (or their parent/carer) and why

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<sup>1</sup> As measured according to the earlier 'Definitions' section. If the distance is exactly the same for two or more children, the remaining available place will be allocated on the basis of random allocation undertaken by the Local Authority. Note that random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our admission number, as permitted by the national infant class size rules set by DfE

only this school, rather than any other, is able to meet that need; the final decision on such applications will be made by the school's governors.

## **Late applications**

All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

## **Deferred entry for Reception places**

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5<sup>th</sup> birthday.

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

## **Admission of children outside their normal age group, including for 'summer-born' children**

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

## **Waiting lists**

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until the end of Year 2. The waiting list will be maintained by Staffordshire Local Authority Admissions team (see contact details for them at [www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/Contact.aspx](http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/Contact.aspx)) and it will be open to any parent or carer 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 re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Staffordshire Local Authority to lodge an appeal. See [www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissionappeals/home.aspx](http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissionappeals/home.aspx) for more information including the relevant deadline. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.