



HumberEducationTrust

# **Admissions Policy**

## **2022-23**

These admission arrangements explain how pupils will be admitted into the reception year at the beginning of the school year and into years R-6 outside of the normal admissions round in academies within Humber Education Trust (HET), including how many children. It also sets out a procedure if the academy is oversubscribed.

The following primary schools are part of Humber Education Trust:

- Adelaide Primary School
- Broadacre Primary School
- Bude Park Primary School
- Christopher Pickering Primary School
- Clifton Primary School
- Highlands Primary School
- Kingswood Parks Primary School
- Maybury Primary School
- Neasden Primary School
- Parkstone Primary School
- St Nicholas Primary School
- Woodland Primary School

The Academy Trust is its own admissions authority; this means it is responsible for setting its own admissions arrangements. The Local Authority continues to be responsible for coordinating all admissions in their area, and making offers of places.

Further details on how to apply for a school place can be found at [www.hullcc.gov.uk/admissions](http://www.hullcc.gov.uk/admissions).

Applications for pupils having an **Educational Health and Care Plan** will be dealt with in accordance with the Code of Practice on Special Educational Needs and if one of our schools is named in a child's statement, the local governing body are required to admit the pupil. After the allocation of pupils with an EHC Plan, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below.

1. All 'looked **after children**'<sup>1</sup> or 'previously **looked after children**', including those from outside England<sup>2</sup>.
2. Children of **staff** based in the academy (where the member of staff has been employed at the academy for 2 year or more years at the time that the application is made for a place at the academy or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.)
3. Children whose parents reside<sup>3</sup> within the **catchment area** of the academy at the time of application. Proof of residence will be required. (Catchment area is marked on a plan).
4. Children, with a **sibling**<sup>4</sup> **who will be** attending the academy at the expected time of admission.
5. Other children by **distance**<sup>5</sup> from the academy, with priority for admission given to children who **live nearest to the academy**.

*Criteria 4 and 5 will be used as a tiebreaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of children with an EHCP and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.*

#### **Pupils moving into the area during the academic year**

Parents/carers moving into Hull during the academic year should complete an *In-Year Transfer Form*. This is available for the council website or from the admissions team. This will allow parents to express their preference for a place at the school and give reasons for their preferences.

#### **Admission to Year R – Reception:**

- Once allocated a place a child will be entitled to a full time place in the September following their fourth birthday.

**Deferred and part time attendance:**

- Parents may defer the date their child is admitted into the academy until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year in which the place was offered
- Where the parents wish, children may attend part time until later in the school year but not beyond the point which they reach statutory school age.

**Requests for the admission of children outside their normal age group:**

Parents may **request** a place for their child outside of their normal age group. Any parent wishing to do so should make this clear at the time of application and their reasons for such a request.

**Appeals**

If the appeal is unsuccessful, the options are then as follows:

- accept a place at the academy allocated
- consider requesting a place at an alternative primary academy which still has vacancies
- appeal against the decision of the admissions authority to an independent panel, which will consider the matter. Appeals may still be submitted for the preferred academy when a child is allocated to the second or third preference.

**Waiting Lists**

In the event of a place not being available, the academy will maintain a waiting list until the end of the autumn term for all normal round admissions. In the event of a either a written request from a parent or an unsuccessful appeal, the LA will maintain a waiting list for all year groups for the duration of the academic year.

**How to make a formal appeal**

An appeal form and guidance will be included with the allocation letter. The completed form should be returned to the admissions team by the date specified on the appeal form. Appeals for normal round admissions will be heard within 40 academy days of the closing date for appeals by an independent appeal panel arranged locally and 30 days for in-year admissions. For more information, please contact:

Admissions team  
Children and young people's services  
Hull City Council  
Treasury Building  
Guildhall Road  
Hull  
HU1 2AB  
Tel: 01482 300 300

Email: [lsadmissions@hullcc.gov.uk](mailto:lsadmissions@hullcc.gov.uk)

**Our special schools**

Humber Education Trust has 4 special schools for children with profound and severe learning difficulties. These are:

- Cambridge Park Academy
- Ganton School
- Frederick Holmes School
- Tweedykes School & Sixth Form

All children and young people attending these schools have an Education, Health and Care Plan (EHCP), which is reviewed annually.

The Local Authority determines which pupils are admitted to the school and supports those pupils placed here. The Local Authority moderates all applications and decides which pupils are most suitable for placement, in agreement with the school. Occasionally assessment places are offered to pupils who are new to the area.

There is an appeal process for families who make an unsuccessful bid for a place at the school for their child.

## Published Admissions Number

The published admissions number for the HET schools during the academic year 2021 – 2022 are as follows:

| School                | PAN |
|-----------------------|-----|
| Adelaide              | 60  |
| Broadacre             | 90  |
| Bude Park             | 40  |
| Christopher Pickering | 60  |
| Clifton               | 45  |
| Highlands             | 60  |
| Kingswood Parks       | 90  |
| Maybury               | 30  |
| Neasden               | 45  |
| Parkstone             | 50  |
| St Nicholas           | 30  |
| Woodland              | 30  |

## Notes

1. **A looked after child'** is one 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). A previously looked after child is one who was previously looked after but ceased to be so because they were adopted (see Adoption and Children's Act 2002 section 46) or became subject to a child arrangement order (see definition in Section 8 of the children's Act 1989) or a special guardianship order (see the definition in section 14a of the Children's Act 1989)
2. **A looked after child, or previously looked after child from outside England** is a child who has been looked after outside of England by a public authority, religious organisation or another provider of care whose sole purpose is to benefit society. Such care may have been provided by orphanages or other settings.
3. **Sibling** is defined in these arrangements as natural brothers or sisters (children with the same natural parents who live at the same address or different address), adopted siblings, stepbrothers or sisters and foster brothers and sisters, who reside at the same address and will be attending the academy at the expected time of admission.
4. **Residence** is defined as the normal family address where the child resides. The qualification date is the closing date for applications. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.
5. **Distance** - the measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used.