

HEIGHINGTON MILLFIELD PRIMARY ACADEMY

ADMISSION ARRANGEMENTS for 2022

1 The admission authority for Heighington Millfield Primary Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 7 December 2020. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: www.gov.uk/government/publications/school-admissions-code--2.

ADMISSION NUMBER

2 Heighington Millfield Primary Academy will have the following published admission number (PAN) for the relevant year group in the school year 2022/23 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 30 pupils in the Reception Year (age 5).

APPLICATIONS TO THE RECEPTION YEAR (age 5)

Process of application

3 You make applications for places in the Reception Year at the academy through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

4 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: www.lincolnshire.gov.sch.uk/schooladmissions. You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through the local authority in which they live.

5 The academy will normally admit pupils at the beginning of the school year in which they reach the age of 5 (that is, from the September following their fourth birthday). Parents offered a place can choose to delay entry until later in the same school year, but must ensure their child begins school by the time they are of compulsory school age (the start of the term after their fifth birthday). Parents offered places from September must also take them up by the beginning of the following summer term. Parents may also request that their child takes up the place part-time until the child reaches compulsory school age. We advise that any parent considering either option should contact the academy to discuss the arrangements, preferably before applying.

6 The academy will normally admit pupils into the designated year group for their age.

The academy will, however, consider applications from summer-born children (born after 1 April) to begin school in the Reception Year in the following September when they are five, rather than with their designated age group. In addition to completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a conclusion, the academy will consider a range of evidence, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

7 Heighington Millfield Primary Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

- a) By 1 September – Heighington Millfield Primary Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2021 for admission in September 2022). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of November – Heighington Millfield Primary Academy will provide opportunities for parents to visit the academy.
- c) By 15 January – parents complete the CAF and return it to the relevant local authority to administer
- d) Between 15 January and 15 April –
 - the local authority sends application information to the academy for consideration
 - Heighington Millfield Primary Academy sends a list of pupils to be offered places by the Trust to the local authority.
- e) 16 April - the relevant local authority will make the offers of places to parents of pupils joining primary provision on behalf of the Trust, as required by the School

Admissions Code.

Admission criteria for the Reception Year (age 5)

8 Heighington Millfield Primary Academy will consider all applications for places at the Academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

9 Where the number of applications is greater than the published admission number, Heighington Millfield Primary Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

Oversubscription criteria for the Reception Year

10 After the admission of pupils with EHC plans, the academy will consider applications for the remaining places against the criteria set out below.

The criteria will be applied, in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.

- a. looked after children, or previously looked after children (*please note the revised definition in paragraph 24 below*)
- b. siblings of pupils who are on the roll of the academy at the time of the application
- c. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application, or who has been appointed to a vacant post for which there is a demonstrable skill shortage.
- d. children for whom the academy is the nearest state-funded school to their home address that provides education in this year group, measured by straight-line distance
- e. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home

In the event that two or more applicants under criterion 10e live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.

IN-YEAR ADMISSIONS

11 The academy will consider all applications to year groups in which the academy provides education. If the academy is able to provide a place in a year group without prejudicing the provision of efficient education or the efficient use of resources, then the academy will admit the child. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large, it may be necessary to refuse a place.

12 If there are more applications than places then the same oversubscription criteria set out for the Reception Year above will be used to decide who should be offered places.

13 You should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at www.lincolnshire.gov.uk/schooladmissions. You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

14 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

CHILDREN OF UK MILITARY PERSONNEL

15 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) processing an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit

address, intended address or quartering address (or the equivalent in the case of Crown Servants returning from overseas)

- b) accepting a Unit postal address, quartering area address or confirmed future residential home address for admissions purposes for a child of service personnel or Crown Servants moving to the area, where the parent requests this.

The Trust will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area. Evidence of an intended address will be required, such as tenancy agreement or mortgage statement. Please contact the academy for more details.

For late coordinated applications and in-year applications supported by the appropriate military documentation, the Trust will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Trust will consider whether:

- An application from that address would normally succeed in an oversubscribed year;
- There is any child on the reserve list with higher priority under the oversubscription criteria;
- The prejudice from admitting an extra child would be excessive.

The Trust has discretion to admit above the admission number in these circumstances if it wishes, but is not obliged to do so. If a place is refused, you will be informed of your right of appeal.

OPERATION OF WAITING LISTS

16 The academy will operate a waiting list (sometimes called a reserve list) until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. A child's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above.

17 The waiting list for the normal intake to the Reception Year at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year the waiting list is managed by the academy.

18 Where places become available the academy will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. Children can move up or down the waiting list because the list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

19 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

RIGHT OF APPEAL

20 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

FAIR ACCESS PROTOCOL

21 The academy and Trust will participate fully in the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.

CONCERNS ABOUT APPLICATIONS

22 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

DEFINITIONS

Looked after children

23 *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.*

24 *Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

25 *Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

26 *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

27 *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).*

Paragraph 23 above was amended on 12th July 2021 to conform to the requirements of the School Admission Code 2021 in respect of previously looked after children.

Siblings

28 *A sibling is defined as:*

- *a natural brother or sister, whether or not a resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)*
- *any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.*

The position of twins and siblings in the same year group

29 *In the case of twins or other children from multiple births and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, including in infant classes, where it would be an exception to the infant class size limit.*

30 *In the case of more than one sibling not from a multiple birth applying to join the same year group and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, except in infant classes, where the infant class size limit still applies and only one place would be offered.*

Distance

31 *Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child’s home to the Post Office address point of the academy (the gate at the main entrance off Mill Lane, Heighington). The distance from home to the nearest state-funded school is measured in the same way.*

Home address

32 *This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility*

for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.

33 In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

Staff

34 Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at Heighington Millfield Primary Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.