



St Helen's Primary Academy Admissions Arrangements for Academic Year 2017/18

Academies Enterprise Trust is the Admissions Authority for the Academy.

These arrangements are established in accordance with Annex 1 of the Academy's Supplemental Funding Agreement.

Admission Number

St Helen's Primary Academy has an agreed Published Admission Number (PAN) of 40 for entry into Reception. The Academy will accordingly admit at least 40 pupils in the relevant age group each year if sufficient applications are received. All applications will be admitted if 40 or fewer apply.

Children with a statement of Special Educational Needs or an Education, Health and Care Plan

Any child with a statement of Special Educational Needs or an Education, Health and Care Plan ("EHC") is required to be admitted. This gives such children overall priority for admission to the named academy. This is not an over-subscription criterion.

Looked After Children

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).

1. 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.
2. This 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).
3. Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
4. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Over-subscription Criteria

If the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement. Priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children and previously Looked After children;
2. Children with brothers and/or sisters attending the Academy on the proposed date of admission;
3. Children living nearest to the Academy; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the Academy building.

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

Where responsibility for a child is shared evenly, the person receiving Child Benefit is deemed to be the person responsible for completing application forms, and whose address will be used for admissions purposes.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the coordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first school term. This will be maintained by the Academy 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. Places from the waiting list will be offered in the priority order set out above, not in order of the date applications are made.

Late applications

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applications will be considered only after those applicants who applied by the published closing date.

In Year Admissions

The Academy will co-ordinate their own in year admissions and an application made outside the normal admissions round (in-year admissions) should be made directly to the Academy. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the Local Authority of both the application and

its outcome, to allow the Local Authority to keep up to date with figures on the availability of schools places within their authority.

Fair Access Protocols

The Academy works in accordance with the in-year Fair Access Protocols held by the Local Authority; should a vulnerable child within the protocols require a place at the Academy, they will take precedence over any child on the waiting list.

Tie breaker

Where the offer of the remaining place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, it will be for the parent to determine for which sibling the single offer of the school place will be made.

Where the offer of the remaining place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation.

Random allocation will:

1. be independently supervised;
2. take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

Appeals

Academies Enterprise Trust as the Admission Authority delegates the responsibility for appeals back to the Academy/Local Authority. Parents who wish to appeal the decision of the admissions authority to refuse their child a place at your Academy may apply in writing to the Academy where appeals will be heard by an independent panel.

The Academy can be contacted at the following address:

Ms Michelle Foster, Principal
St Helen's Primary Academy
St Helen's Way
Barnsley
S71 2PS

Tel: 01226 295210
Fax: 01226 207256

Nursery

Admission Number

St Helen's Primary Academy has an agreed Published Admission Number (PAN) of 52 for entry into nursery, based on two sessions per day. All applications will be admitted if 52 or fewer apply. There is no appeal process for nursery places.

For further information on the application for nursery places and the oversubscription criteria please contact the Academy.

Definitions

A **sibling** is defined as a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the Academy in any year group excluding the final year. Biological siblings who attend the Academy in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Brothers and Sisters

Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

Looked after child

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 definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted or subject to a residence order, or special guardianship order, immediately following having been looked after.

Adoption Order

An adoption order is an order under Section 46 of the Adoption and Children Act 2002.

Residence Order

A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. 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).

Residence/resident

Residence is defined as the normal family address where the child resides. The qualifications date is the closing date for applications under the co-ordinated admissions scheme (where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). 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.

