

HIGHGATE PRIMARY ACADEMY

ADMISSIONS POLICY 2017-2018

Procedures for admitting children

Navigate Academies Trust is the Admissions Authority and has determined Highgate Primary Academy's admission policy.

Admission numbers

The Academy has an agreed Published Admission Number of: 40

The Net Capacity of the Academy is 262 Places for application

Applications for places at Highgate Primary Academy will be made in accordance with the 'Co-ordinated Admission Arrangements' which forms part of the Local Authority's (LA) published admission arrangements. Applications will be made on the common application form (CAF) provided and administered by the LA.

Children who have a Statement of Special Educational Need which names the school are required to be admitted.

Oversubscription Criteria

Where the number of applications for the school received during the normal admissions round exceeds the admission number of the school, or an admission limit set higher than the admission number, then admission will be determined in accordance with the following priority of admission criteria:

First, Looked After Children and previously Looked After Children;

Second, to children with brothers and/or sisters attending the school on the proposed date of admission;

Third, to children living nearest the school; 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 school building.

Notes

1. For the sibling criterion to be applicable one of the following conditions must exist:

a) brother and/or sister to be permanently resident at the same address;

b) stepbrother and/or stepsister to be permanently resident at the same address (to include half brothers/sisters).

2. The terms "sisters" and "brothers" refer to children who live with the same family at the same address. Children living with the same family e.g. foster children and stepsisters and brothers are also included.

3. Should the admission number be reached mid-category, places will be offered based on the straight line distance from the centre point of the child's ordinary place of residence to the main entrance of the school.

4. 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.

5. 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.

6. 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.

7. Proximity to school is used as a final determinant, those living closest being given priority. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

8. Twins or triplets – where a family of twins or triplets request admission and there is only one place available, it will be for the family to decide whether or not to take up the place for one of their children and appeal for the second or third child in the same year group, or to decline the place.

9. Pupils will not be admitted above the published admission number for the school unless:

exceptional circumstances apply as defined in the School Admissions Code, or

where additional school places need to be provided, or

the pupil is admitted as part of the 'fair access protocol', agreed with all schools in the area.

Pupils with a statement of special educational needs

The admission of pupils with a statement of special educational needs is dealt with by a separate procedure. Such children will be admitted to the school named on the statement without reference to the oversubscription criteria above.

Appeals

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admissions 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 decision of the panel is binding on all parties. The Academy has prepared guidance for parents about how the appeals process will work and a named contact.

In-Year Admissions

Parents living within the Barnsley district wishing their child to transfer school at any point in the school year and in any year group will need to complete a common in-year application form obtainable from Barnsley Council or from the school. The form allows parents to apply for up to three schools and, after

liaison with the preferred school(s), the decision letter will be sent by the Admissions Team within Children's Services.