



## HAVELOCK ACADEMY – ADMISSIONS POLICY FOR ACADEMIC YEAR 2023 - 2024

### ADMISSIONS TO YEAR 7

**The David Ross Education Trust is the Admission Authority for this Academy.**

Arrangements for applications for places in Year 7 at Havelock Academy will be made in accordance with North East Lincolnshire Local Authority's co-ordinated admission arrangements; parents resident in north East Lincolnshire can apply online at <https://www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/>. Parents resident in other areas must apply through their home local authority.

Havelock Academy will use the North East Lincolnshire Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

#### **Published Admission Number (PAN)**

The PAN is 220 for pupils in Year 7. If there are fewer applicants than places available all applicants will be admitted.

#### **Special Educational Needs**

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

#### **Oversubscription Criteria**

If there are more applications than places available we will apply the oversubscription criteria listed below. The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used.

1. Looked after children and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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. 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. 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). 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's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.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. 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).

2. Pupils whose siblings, including step-siblings resident at the same address, currently attend Havelock and who will continue to do so on the date of admission.
3. Pupils on the basis of catchment proximity to Havelock.
4. Children of Academy employees.
5. Children currently attending a primary school that is a named feeder school. Named feeder schools are:
  - Edward Heneage Primary Academy
  - Fairfield Primary Academy
6. Distance: We will give priority to those living nearest to the school.

Distances are measured using the post office address point of the home to the post office address point of the school and using North East Lincolnshire's computerised distance measuring software.

### **Home Address**

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Sunday – Thursday.

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

### **Tie-breaker**

Criteria 6 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 3 or 4 for example, then the child who lives closest to the academy will be given the higher priority.

### **Multiple Births and Brothers and Sisters in the Same Year Group**

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children.

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

### **Fraudulent or Misleading Applications**

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

### **Fair Access Protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. Havelock Academy will participate in North East Lincolnshire Council's fair access protocol.

## **In-year admissions**

Applications should be made directly to the Academy. Havelock Academy will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place although the year group has not reached the school's published admission number. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then you will be informed of your right of appeal.

Please call 01472 602000 in the first instance to enquire about available places. If you wish to submit an application, please download a form from the academy website at <https://www.havelockacademy.co.uk/Admissions/>. Paper application forms can be made available if requested.

## **Admission of Children outside their Normal Age Group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) In advance of completing the LA common application, send in writing directly to the school, a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The academy's admissions committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking 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 head teacher.
- b) Complete the LA common application form or the in-year admission form, as appropriate. Parents/carers should ensure that the written outcome from the academy's admissions committee outlining the decision is attached to the application.

## **Waiting lists**

Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. A waiting list will be maintained until the end of the academic year after which it will be cleared. If you would like your child to be placed on the waiting list for the following academic year please contact the school.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

## Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form, details of which can be found on North East Lincolnshire County Council website.

You can find details of the form and the appeals timetable on the following webpage:

<https://www.nelincs.gov.uk/schools-and-education/school-admissions/school-admissions-appeal/>

## ADMISSIONS TO YEAR 12

### Academic Entry Criteria

The Academy anticipates that it will not normally have the L6 (Year 12) as a year of entry for external students, other than when it is undersubscribed from its own Year 11.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

Type of Course	Minimum Academic Entry Requirements
A Levels	5 Grade 4 - 9 GCSEs (or equivalent) including English and Maths  Minimum GCSE grade 6 for A level study  Minimum GCSE grade 7 for A level Maths and Physics study
Level 3 BTEC	5 Grade 4 – 9 GCSEs (or equivalent) including English and Maths

### Published Admission Number (PAN)

Havelock's Published Admissions Number for the L6 (Year 12) is 100.

Havelock has capacity for 200 students in the sixth form, with 100 places in its L6 (Lower 6th) (Year 12). 10 places will be made available for external applicants. The remaining 90 places will be made available for its own students progressing from year 11 and the academy will not admit additional external applicants to its sixth form unless undersubscribed by its own students.

The academy will apply the same academic entry requirements for external applicants and for students already on roll in the Academy. If a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria below.

### Oversubscription Criteria for External Applicants

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the number of post-16 places available and after the admission of pupils with Education, Health and Care Plans where Havelock is named, the criteria will be applied in the order set out above (see Admissions to Year 7).

### Tie-breaker

Where there are two or more applications that cannot otherwise be separated, a randomiser will be used to decide who is allocated a place.

## **Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form, details of which can be found on North East Lincolnshire County Council website.

You can find details of the form and the appeals timetable on the following webpage:

<https://www.nelincs.gov.uk/schools-and-education/school-admissions/school-admissions-appeal/>

**Policy Determined: 9 February 2022**