



**REQUIREMENTS FOR THE ADMISSION OF PUPILS TO  
SIGNHILLS ACADEMY and SIGNHILLS INFANT ACADEMY**

**Taken from Annex B of each academy's funding agreement**

**GENERAL**

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. The Academy Trust will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to "admission authorities" shall be deemed to be references to the governing body of the Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex, the Academy Trust will take part in any mandatory Admissions Forum set up by the local authority ("LA") in which they are situated and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.
4. Notwithstanding any provision in this Annex, the Secretary of State may:
  - (a) direct the Academy Trust to admit a named pupil to the [ ] Academy on application from an LA. This will include complying with a School Attendance Order<sup>1</sup>. Before doing so the Secretary of State will consult the Academy Trust.
  - (b) direct the Academy Trust to admit a named pupil to the [ ] Academy if the Academy Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
  - (c) direct the Academy Trust to amend its admission arrangements where they fail to comply with the School Admissions Code or the Admission Appeals Code.

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<sup>1</sup> Local authorities are able to issue school attendance orders if a child is not attending school. These are legally binding upon parents. Such an order might, for instance, be appropriate where a child has a place at an Academy but his/her parents are refusing to send him/her to school. The order will require a parent to ensure his/her child attends a specified school.

5. The Academy Trust shall ensure that parents and ‘relevant children<sup>2</sup>’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

### **Relevant Area**

6. Subject to paragraph 7, the meaning of “Relevant Area” for the purposes of consultation requirements in relation to admission arrangements is that determined by the local authority for maintained schools in the area in accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.
7. If the Academy does not consider the relevant area determined by the local authority for the maintained schools in the area to be appropriate, it must apply to the Secretary of State by 1 August for a determination of the appropriate relevant area for the Academy, setting out the reasons for this view. The Secretary of State will consult the Academy and the LA in which the Academy is situated in reaching a decision.

### **Requirement to admit pupils**

8. Pupils on roll in any predecessor maintained or independent school will transfer automatically to the Academy on opening. All children already offered a place at any predecessor school will be admitted.
9. The Academy will:
  - a. subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with a statement of special educational needs naming the Academy;
  - b. adopt admission oversubscription criteria that give highest priority to looked after children, in accordance with the relevant provisions of the School Admissions Code.
  - c. reference to any faith-based admission criteria.

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<sup>2</sup> relevant children’ means:

- a) in the case of appeals for entry to a sixth form, the child, and;
- b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

**Oversubscription criteria, admission number, consultation, determination and objections.**

10. The Academy admission arrangements will include oversubscription criteria, and an admission number for each relevant age group<sup>3</sup>. The Academy will consult on its admission arrangements and determine them in line with the requirements within the School Admissions Code.
11. The Education Funding Agency (EFA) may consider objections on the Secretary of State's behalf. The Academy Trust should therefore make it clear, when determining the Academy's admission arrangements, that objections should be submitted to the EFA.
12. A determination of an objection by the EFA on behalf of the Secretary of State, or by the Secretary of State will be binding upon the Academy.

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<sup>3</sup> 'Relevant age group' means 'normal point of admission to the school:', for example, year R, Year7 and Year 12.



**ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO  
SIGNHILLS INFANT ACADEMY**

The Governors welcome applications from parents who fully subscribe to our ethos and are prepared to support us in our drive for ever improving provision and outcomes for our children.

**The following groups of children must be admitted**

- I. Pupils with an Education, Health and Care Plan (EHCP) where Signhills Infant Academy is recorded in the plan
- II. Looked after children and previously looked after children

**Where there are more applications for places than places available, the following criteria for admission will be applied in the order set out below:**

- I. Pupils with siblings who are currently at Signhills Infant Academy or Signhills Academy.
- II. Children of staff employed at either Signhills Infant Academy or Signhills Academy.
- III. Pupils whose main residence is within the catchment area.
- IV. Proximity to the Academy.

Criterion IV may be used as a tie-breaker.

**Appeals against a decision not to admit a child to the school**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

**Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.



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**Where there are more applications for places than places available, the following criteria for admission will be applied in the order set out below:**

- I. Pupils transferring from Signhills Infant Academy
- II. Pupils with siblings who are currently at Signhills Infant Academy or Signhills Academy
- III. Children of staff employed at either Signhills Infant Academy or Signhills Academy.
- IV. Pupils whose main residence is within the catchment area.
- V. Proximity to the Academy.

Criterion V may be used as a tie-breaker.

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## **Definitions of terms used in the admission arrangements**

### **1. Looked after children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] 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).

### **2. Children who have an Education, Health and Care Plan (EHCP) where the school is recorded in the plan**

Those children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan the school must admit the child.

### **3. Rules for Siblings**

Included in this factor are stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the school at the expected time of admission.

The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/are not. Generally the eldest will be given the place if a choice has to be made.

The pupil being admitted to either school should have a sibling at either school at the time of their admission.

### **4. Rules for Residence**

We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

### **5. Children of staff at the Academy**

Either (a) where a member of staff has been employed at the Academy for two or more years at the time the application for admission is made.

Or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **6. Distance**

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.