



Healing Academy Admissions Policy for Academic Year 2024 – 2025



Control Sheet

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Version	Date of review	Author	Note of revisions
1.0	15.12.21	Compliance Officer	New Policy
1.1	07.02.23	Compliance Officer	<p>3. Definitions: Home address – providing more detail as defined in section 576 of the Education Act 1996.</p> <p>4 Definitive wording on how to apply</p> <p>5. Requests for admissions outside their normal age group: Definitive wording on how to make a request</p> <p>6. Definitive wording for children of UK military personnel</p> <p>7 Definitive wording on catchment and tiebreaker situations</p>

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1. Introduction and aims

The Harbour Learning Trust is the Admission Authority for this Academy.

Healing Academy is an 11 – 16 academy and is an integral part of the local community.

Healing Academy (HA) is part of the Harbour Learning Trust (HLT). HLT is a multi-academy trust operating across North East Lincolnshire and Lincolnshire with an aim to inspire greatness in every child and to equip them with the academic achievements, life skills and personal attributes to lead happy, safe, successful lives.

The aim of this policy is to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer a place to a child

The Academy welcome enquiries and encourage visits by parents with children during the school day. Please telephone the school office on 01472 502400 to arrange a visit.

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

A **parent** is defined as including a natural or adoptive parent of a child (irrespective of with whom the child lives, or whether the parent has contact with or parental responsibility for the child), as well as non-parents who have care of, or parental responsibility for, the child.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Home Address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996).

Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time.

If a parent can show that their child spends an equal amount of time at two addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

4. How to apply

Applications for places in Year 7 at the Academy will be made in accordance with the co-ordinated admission arrangements in the local authority area in which the prospective pupil lives and will be made by the online portal provided and administered by the relevant local authority.

You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. We strongly recommend all preferences to be made.

Parents resident in North East Lincolnshire must apply online at <https://www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-admissions/apply-for-a-school-place/> they can also apply by telephone or ask for a hard copy application form by telephoning 01472 326291 option 4. Parents resident in other areas must apply through their home local authority.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents may seek a place for their child outside of their normal age group, Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in North East Lincolnshire should call 01472 326291 option 4 or email schooladmission@nelincs.gov.uk for advice on the procedure to follow. It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. HA 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 Principal

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Children of UK military personnel

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Trust will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
- Trustees 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 midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Trustees 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 governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

7. Allocation of places

7.1 Published Admissions Number (PAN)

The school has an agreed admission number of **200** pupils applying for a Year 7 September 2024 place.

7.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Looked after children and all previously looked after children who apply for a place at the school.
2. Children living in the designated catchment area. The school catchment list can be found here: <https://www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-admissions/>
3. Children with siblings who will be attending the school when the child is due to start. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same home address. Priority will not be given to children with siblings who are former pupils of the school.
4. Children where the parent has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Nearest School: measured by straight line distance. This applies when the school is the nearest state funded, non-selective, mainstream school to the child's address admitting children to the relevant year group; this is calculated by North East Lincolnshire school admissions team.

This means that, in most cases, pupils who live closest to the Academy are given priority.

7.3 Waiting List

The School operates a waiting list for each year group for the duration of the school year. The names of all children who do not achieve a place in Year 7 will be placed on the waiting list, unless you have been offered a higher preference school and it will be open to other parents to ask for their child's name to be placed on the waiting list following an unsuccessful application.

This list is kept in the order of the oversubscription criteria, as required by the school admissions code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The admission authority must not take account of the time you have been on the list when allocating places. For the intake year the list is held by the Local Authority School Admissions Team and fully shared with the academy until the end of August. After this, the academy maintains this list until each year.

7.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

7.5 Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we

will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

7.6 Fair Access Protocol

We participate in North East Lincolnshire Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7.7 Fraudulent Applications / Withdrawing Offers

The Trust has the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. 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. If a place is withdrawn, the application will be considered afresh and you will be advised of your right of appeal if a place is refused.

8. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled from the waiting list in accordance with the oversubscription criteria listed in section 7 of this policy.

Applications for in-year admissions should be sent to the following for the attention of The In-Year Admissions Co-ordinator:

Email: hsaenquiries@harbourlearningtrust.com

Address:

Healing Academy
Low Road
Healing
DN41 7QD

Parents will be notified of the outcome of an in-year application in writing within 15 school days.

9. Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Appeals are heard using the School Admissions Appeal Code.