



## HUMBERSTON ACADEMY – ADMISSIONS POLICY FOR ACADEMIC YEAR 2025 - 2026

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

Arrangements for applications for places in Year 7 at Humberston 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.

Humberston 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.

Key dates relating to applications are:

- Applications deadline for secondary school: **31 October**
- National Offer Day for secondary school - **1 March or the next working day**

### Published Admission Number (PAN)

The PAN for Year 7 is 180. If there are fewer applicants than places available all applicants will be admitted. In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.

### 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.
2. Sibling: Having brothers or sisters who are currently at the school when your child is due to start there.
3. Living in the catchment area.
4. Children of Academy employees.
5. Children currently attending a primary school that is a named feeder school. The named feeder schools for Humberston Academy are as follows:
  - Edward Heneage Primary Academy

- Fairfield Primary School
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.

### **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 school 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. Humberston Academy will participate in North East Lincolnshire Council's fair access protocol.

### **In year Admissions**

Applications should be made directly to the Academy. Humberston 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 319990 in the first instance to enquire about available places. If you wish to submit an application, please download a form and read the leaflet which can be found on the school's website at <https://www.humberstonacademy.co.uk/Admissions/> Application forms are also available from the Academy reception.

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

The School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group.

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 Secondary School Admissions Coordinated Scheme i.e. for entry into Year 7. 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 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 secondary school and later into a further education placement.

### **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/>

### **Definitions**

**Looked after children:** A 'looked after child' is a child who, at the time of making an application to a school, is:

- a) In the care of a local authority, or
- b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

- a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- c) became subject to a special guardianship order (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).

Previously looked after children includes children 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 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.

## **Rules for siblings**

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the Academy will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not. The Academy reserves the right to ask for formal identification of the sibling connection.

## **Rules for residence (catchment)**

On 31 December of the year before your child is due to go to secondary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). 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. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

## **Children of Academy employees:**

The Academy will give priority to children of all staff groups in either or both of the following circumstances:

- a) Where the member of staff has been employed at Humberston Academy on a permanent contract for two or more years at the time at which the application for admission to Humberston Academy is made; or
- b) Where the member of staff is recruited to fill a vacant post at Humberston Academy for which there is a demonstrable skill shortage.

## **Named Feeder Schools**

The named feeder schools for Humberston Academy are as follows:

- Edward Heneage Primary Academy
- Fairfield Primary School

## **Distance (Geographical)**

We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), 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. The admissions transfer letter will give you more information or you can contact the local authority's Schools Admissions Team for more advice.

**Policy Determined: 7 February 2024**