Havelock Academy
Admissions Policy 2019-2020

This policy may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.

The Academy Trust will 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 law to "admission authorities" shall be deemed to be references to the governing body of the Academy Trust.

Principles

The Academy Trust will participate in the co-ordinated admission arrangements operated by the North East Lincolnshire Local Authority and the local in-year fair access protocol.

The Secretary of State may:

a) direct the Academy Trust to admit a named pupil to Havelock on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.

b) direct the Academy Trust to admit a named pupil to Havelock if the Academy Trust has failed to act in accordance with this policy or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.

The Academy Trust shall ensure that parents and 'relevant children' 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 Academies, Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

The Academy Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

In the preceding paragraphs, '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 Academy.

Procedures

The Academy Trust shall consult the following parties on any changes to the Academy's proposed admission arrangements for a minimum of six weeks between 1 October and 31 January in the 'Determination Year'.

a) NELC.

b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation.

c) Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation.

d) Affected admission authorities in neighbouring local authority areas.

e) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;

f) Community groups which the Academy considers relevant;

g) Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

As soon as any changes are made to arrangements, or proposed, the consultation cycle must be followed for the next determination year.

The Academy Trust will consider comments made by those consulted in accordance with the rubrics governing consultation above including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.

The Academy Trust will determine the Academy's admission arrangements annually by 28 February of the Determination Year and notify consultees listed above what has been determined within 14 days of that decision being made.

Where the Academy Trust has determined the Academy's admission arrangements and notified all consultees listed above, if any of those persons or bodies object to the Academy's admission arrangements, including the proposed admission number, they can make representations to the Schools Adjudicator. Any representations must be made by 15 May in the Determination Year.

The Academy Trust shall each Determination Year publish the Havelock's agreed admission arrangements by:

a) a copy being uploaded to the Academy's website

b) a copy being uploaded to NELC website

The published admission arrangements will set out:

a) the name and address of Havelock Academy and contact details;

b) a summary of the admission policy, including full oversubscription criteria and any arrangements for post-16 admission;

c) a statement of any religious affiliation if relevant;

d) Published Admission Number

e) arrangements for hearing appeals.

Once the Academy's admission arrangements have been determined for a particular year and published, the Academy Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

a) the Academy Trust has consulted those who are required to be consulted (above)

on the proposed variation;

b) following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:

i) the proposed change;

ii) reasons for wishing to make such a change;

iii) any comments or objections to the proposal from those consulted; and

c) following such application, the Secretary of State has provided his consent to the proposed variation.

The Academy Trust shall following the prior written agreement or direction of the Secretary of State vary the Academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time. Any changes to the Academy's admission arrangements brought about through the variation processes described above must be published within the Academy's prospectus and on its website and be communicated within 7 days to those persons who must be consulted above.

Any person or body who considers that the Academy's arrangements are unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.

Records of applications and admissions to the Academy shall be kept by the Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

The Academy Trust has the following agreed admission number for the Academy for the year 2017/2018 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

a) 220 for pupils in Year 7.

b) Havelock has capacity for 200 students in the sixth form, with 100 places in its L6 (Lower 6th) (Year 12). It will not admit external applicants unless it is undersubscribed by students progressing from Year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the Academy. If a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria below.

Arrangements for applications for places at Havelock will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by NELC. The national closing date for applications in the normal admission round is 31 October.

The Academy Trust will consider all applications for places at Havelock. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at Havelock to all those who have applied.

Admissions to Year 7

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs/Education, Health and Care Plan (EHCP) where Havelock Academy is named in Part 4 of the statement/recorded in the plan, the criteria will be applied in the order in which they are set out below:

a) Looked after children (children in public care) or a child who was previously looked after.

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

b) admission of 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;

c) admission of pupils on the basis of catchment proximity to Havelock

d). Children currently attending a primary school that is a named feeder school.

Named feeder schools are as set out in the table below.

Havelock Academy	Edward Heneage Primary Academy Fairfield Primary Academy

e) admission of pupils on the basis of proximity to Havelock using straight line measurement from the main entrance of the Academy to the main entrance to the child's home.

Admissions to the L6 (Year 12)

The Academy Trust 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.

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

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	REQUIREMENTS
A Levels	5 A* - C including English and Maths Minimum GCSE grade B for A level study Minimum GCSE grade A for A level Maths and Physics study
Level 3 BTEC	5 A*- C including English and Maths

These academic entry requirements will be the subject of consultation with those listed above and published in the academy's prospectus and in the NELC composite admissions prospectus.

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 statements of Special Educational Needs where Havelock is named on the statement, the criteria will be applied in the order set out above (see Admissions to Year 7)

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Waiting Lists

Where in any year Havelock receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

In Year Admissions

For applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is refused will be offered the right of appeal.

Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in Havelock and the efficient use of resources.

Appeals

There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants. 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.

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.

Contact Details

If you require any further advice or assistance, please contact the Academy.

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