

Ormiston Academies Trust

Ormiston Herman Academy Admissions policy

Policy version control

Policy type	Mandatory OAT policy
Author	Sunita Yardley-Patel, Head of Governance
Approved by	Trust Board, December 2020
Release date	May 2021
Next release date	May 2022
Description of changes	No changes

Contents

1.	Policy statement and principles	3
1.1.	Policy aims and principles	3
1.2.	Monitoring and review	3
2.	Academy admissions	3
2.3.	Definitions.....	4
2.4.	Distance	4
2.5.	Dual address	4
2.6.	Catchment area	4
2.7.	Siblings.....	4
2.8.	Eligibility criteria.....	4
2.9.	Waiting list.....	5
2.10.	Withdrawal of a place	5
2.11.	Determining arrangements and consultation	5
2.12.	Admission of children outside their normal age group	6
2.13.	Complaints about admissions arrangements.....	6
3.	Early Year’s Admissions	7
3.1.	Number of spaces (PAN).....	7
3.2.	Application process	7
3.3.	Selection criteria	7
3.4.	Oversubscription criteria.....	8
3.5.	In-year admissions	8
3.6.	Unsuccessful applications	8
4.	Primary admissions.....	8
4.1.	Number of spaces (PAN).....	8
4.2.	Application process	9
4.3.	Selection criteria	9
4.4.	Oversubscription criteria.....	10
4.5.	In-year admissions	11
4.6.	Unsuccessful applications	11
5.	Nursery Admissions	11

1. Policy statement and principles

1.1. Policy aims and principles

- 1.1.1. This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.
- 1.1.2. This policy details the academies arrangements for admissions and will apply to all admissions from September 2023 to August 2024. This includes in-year admissions within this period.
- 1.1.3. Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised on the Academy website. Arrangements for visits outside these dates can be made through the academy office office@ohacademy.co.uk or 01493 661355.
- 1.1.4. The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.
- 1.1.5. This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

1.2. Monitoring and review

- 1.2.1. This policy will be reviewed annually or in the following circumstances:
 - Changes in legislation and / or government guidance
 - As a result of any other significant change or event
 - As the result of a decision of an Adjudicator
 - In the event that the policy is determined not to be effective
- 1.2.2. If there are urgent concerns these should be raised to the Principal, office@ohacademy.co.uk, in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

2.1. The academy admits students between the ages of 3 – 11. The main intakes are:

- Early years (EYFS / nursery)
- Primary

2.2. We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.3. Definitions

2.3.1. The academy uses the following definitions when applying this policy:

2.4. Distance

2.4.1. This is the straight line distance between the academy main gate and the child's home address (front door).

2.4.2. Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

2.5. Dual address

2.5.1. Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

2.6. Catchment area

2.6.1. Part of the town of Gorleston. The catchment area can be viewed via Norfolk's online tool www.whereilive.norfolk.gov.uk or you can check your catchment area by phoning Norfolk County Council's Customer Service Centre on 0344 800 8020 for confirmation of the catchment area for Ormiston Herman Academy.

2.7. Siblings

2.7.1. A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step-brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the resident's order
- Another child living in the same household where the adult has parental responsibility

2.7.2. In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.8. Eligibility criteria

2.8.1. Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non-EU national that has –
 - 'Exceptional' or 'Indefinite Leave to Remain' in this country
 - Refugee status

2.9. Waiting list

- 2.9.1. If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.
- 2.9.2. The academy will maintain a waiting list until 31 December following the main academy intake. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

2.10. Withdrawal of a place

2.10.1. The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

2.10.2. The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.11. Determining arrangements and consultation

- 2.11.1. Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.
- 2.11.2. If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.
- 2.11.3. The academy will consult on admissions arrangements when changes to the academies' arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

2.11.4. We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made in consultation with OAT.

2.11.5. Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.12. Admission of children outside their normal age group

2.12.1. Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, NCC Admissions Authority admissions@norfolk.gov.uk. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

2.12.2. The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

2.12.3. The panel will have to be satisfied that the child would be able to cope with the work of the year applied for **and** that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

2.12.4. Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.13. Complaints about admissions arrangements

2.13.1. Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

2.13.2. Complaints about the appeals panel can be made to the Secretary of State.

3. Early Year's Admissions

The process detailed in this section is for admissions for the academy early years provision. For further information on this process please contact the Principal, Mrs K. Redhead.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement.

3.1. Number of spaces (PAN)

3.1.1. The academy has an agreed admission number of 54 per year.

3.2. Application process

3.2.1. Applications for the 2023 academic year begins on 26th September 2022. The closing date for applications for this year is 15th January 2023.

3.2.2. Ormiston Herman Academy requires parents to apply via Norfolk County Council's common application process to apply for a place for their child(ren). Admissions website: admissions@norfolk.gov.uk Children's Services Department, Admissions, 8th Floor, County Hall, Martineau Lane, Norwich NR1 2DL Tel: 0344 800 8020.

3.2.3. Late applications will not be considered until all other applications have been reviewed.

3.3. Selection criteria

3.3.1. All parents of children who will be 4+ on 1st September 2023 will be offered a full time place from September 2023. Parents are entitled to defer their admission or request that their child attend on a part time basis, however, the child must start school on a full time basis on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August.

3.3.2. Where a parent defers their start date the place is held and cannot be offered to another child.

3.3.3. However, the admission can only be delayed within the academic year. This means the admission must take place by the summer term 2024. Places cannot be held until the following autumn term for those children who are five during the preceding summer term.

3.3.4. Summer born children (those born between 1st April and 31st August) can request consideration for their child to join a Reception class rather than a Year 1 class and the admission authority will consider parental requests and make decisions based on the circumstances of each case and in the best interests of the child.

3.3.5. Where a request is agreed their application will be considered alongside all other applications for a Reception place and will be prioritised using the over-subscription rules as published.

3.3.6. If the number of applications is less than the number of spaces then all children will be offered places.

3.4. Oversubscription criteria

- 3.4.1. If the academy receives more applications than there are available places, priority for admission will be given to those children who meet the oversubscription criteria set out below:
- 3.4.2. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
- 3.4.3. Children who live in the catchment area and have siblings attending the academy at the time of their admission.
- 3.4.4. Children who live within the catchment area.
- 3.4.5. Children who live outside of the catchment area with siblings attending the academy at the time of their admission.
- 3.4.6. Children living outside the catchment area and have no siblings attending the academy at the time of admission.

3.5. In-year admissions

- 3.5.1. Any applications made outside the main intake period will be dealt with in accordance with the process for early years detailed in this section.
- 3.5.2. In-year admissions forms can be obtained from NCC Authority Admissions, admissions@norfolk.gov.uk.

3.6. Unsuccessful applications

- 3.6.1. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused. Appeals must be received by Norfolk County Council by 12th May 2023.

4. Primary admissions

The process detailed in this section is for admissions for primary admissions. For further information on this process please contact NCC Authority Admissions, admissions@norfolk.gov.uk.

4.1. Number of spaces (PAN)

- 4.1.1. The academy has an agreed admission number of 54 per year. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the academic year) will not contain more than 30 pupils with a single teacher unless they are admitted under limited exceptional circumstances as detailed in the admissions code.

4.2. Application process

- 4.2.1. Applications for the 2023 academic year begins on 26th September 2022.
- 4.2.2. To apply you need to complete the local authority's (LA) common application form (CAF) and submit this directly to the LA by the deadline, 15 January 2023.
- 4.2.3. All offers of primary places will be made through the local authority (LA). The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the primary national offer day (16 April or the next working day).
- 4.2.4. By law, children must start statutory full-time education at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory age, parents may defer their child's entry until later in the academic year.
- 4.2.5. Children born between 1 September and the end of February may start full-time no earlier than the beginning of the autumn term before their fifth birthday.
- 4.2.6. Children born between 1 March and 31 August, may start part-time (mornings only) no earlier than the beginning of the autumn term before their fifth birthday and full-time at the beginning of the spring term before their fifth birthday.
- 4.2.7. Our admissions policy does not allow children to start at the academy earlier than the law requires.

4.3. Selection criteria

- 4.3.1. All parents of children who will be 4+ on 1st September 2023 will be offered a full time place from September 2023. Parents are entitled to defer their admission or request that their child attend on a part time basis, however, the child must start school on a full time basis on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August.
- 4.3.2. Where a parent defers their start date the place is held and cannot be offered to another child.
- 4.3.3. However, the admission can only be delayed within the academic year. This means the admission must take place by the summer term 2025. Places cannot be held until the following autumn term for those children who are five during the preceding summer term.
- 4.3.4. Summer born children (those born between 1st April and 31st August) can request consideration for their child to join a Reception class rather than a Year 1 class and the admission authority will consider parental requests and make decisions based on the circumstances of each case and in the best interests of the child.
- 4.3.5. Where a request is agreed their application will be considered alongside all other applications for a Reception place and will be prioritised using the over-subscription rules as published.
- 4.3.6. If the number of applications is less than the number of spaces then all children will be offered places.

4.4. Oversubscription criteria

- 4.4.1. If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:
- 4.4.1.1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); or, 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. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order.
- 4.4.1.2. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- 4.4.1.3. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school as specified in the school information pack.
- 4.4.2. Random allocation will be used as a tie-break in category '3' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

The criteria use will be in the following order of priority:

- Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangement order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
- Children who live in the catchment area and have siblings attending the academy at the time of their admission.
- Children who live within the catchment area.
- Children who live outside of the catchment area with siblings attending the academy at the time of their admission.

- Children living outside the catchment area and have no siblings attending the academy at the time of admissions.

4.5. In-year admissions

- 4.5.1. Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance with the local authority's Fair Access Protocol. In-year admissions forms can be obtained from NCC Authority Admissions, admissions@norfolk.gov.uk.
- 4.5.2. Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.
- 4.5.3. If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

4.6. Unsuccessful applications

- 4.6.1. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.
- 4.6.2. A timetable for organising and hearing appeals will be set and published on the academy's website by 28 February each year for the normal admissions round. The academy will inform OAT of any admissions appeals.
- 4.6.3. A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list.

5. Nursery Admissions

Children may join the Nursery during the term after their third birthday. Morning sessions (8.30am to 11.30am), afternoon sessions (12.00pm to 3.00pm), and full day sessions (8.30am to 3.00pm) are available (subject to availability).

Places for the Nursery will be allocated during the term before the child is due to start. Children with siblings already at the academy will take priority.

As part of the registration process, parents / carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement.

Early Education is offered to families for 37 weeks of the year.

Maximum funded hours can be claimed as follows:

- Monday, 6 hours = 8.30am to 3.00pm
- Tuesday, 6 hours = 8.30am to 3.00pm
- Wednesday, 6 hours = 8.30am to 3.00pm
- Thursday, 6 hours = 8.30am to 3.00pm
- Friday, 6 hours = 8.30am to 3.00pm

Funding cannot be claimed during the lunch period.

Early Education is offered within the national parameters:

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

If you are unable to pay our charges, please speak with the Principal to discuss the alternative options available.

The Admission and Charging Policies are available to view on the academy website or available on request from the academy office.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND. This means we will -

- follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice
- monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review

- provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary
- utilise the SEN inclusion fund and Disability Access Fund to deliver effective support
- publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

