



# HENHURST RIDGE

## PRIMARY ACADEMY

### Admission Arrangements - 2018/19

#### Introduction

Henhurst Primary Academy is a primary academy in Burton upon Trent, Staffordshire and is part of REAch2 Academy Trust. This admissions policy was finalised following public consultation on a Trust-wide approach to admissions. Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand. More information about REAch2 is available on our website: [www.reach2.org](http://www.reach2.org)

Henhurst will be a two form entry school from Reception up to Year 6 which means we will have 420 children on roll in mainstream education and will also offer a Nursery provision on the school site. We will be a child-centered school where all stakeholders in the school community are encouraged to take an active part in school life. We will foster close links with surrounding schools aiming to share resources, facilities and expertise to ensure the best teaching and learning possible occurs at Henhurst. We will look to hire the best staff possible and we will employ a model of hiring the services of the best consultants in areas such as Special Educational Needs, Speech & Language, ICT and Sport to help ensure our provision is of the highest standard.

As a member of the Reach2 family of schools we know from experience that we can count on the support and advice of the country's largest primary only academy trust and would like to reassure the parents who will be sending their children to Henhurst that their children's learning is in safe hands. The Reach2 philosophy is clear – a cornerstone of exceptional teaching experiences with shared values of learning, leadership, enjoyment, inclusion, inspiration, responsibility and integrity. As a result of this ethos we see high achievement across all of our schools and are one of the best performing trusts in the

country. We seek to achieve this in every Reach2 school, children only get one chance at their education – we have to ensure that it is the best chance possible. For more information about the new school please visit us at [www.henhurstridgeacademy.org/](http://www.henhurstridgeacademy.org/).

## Admission number and process

The school has an admission number of 60 for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the ‘normal round’ (that is the main cycle of applications to secure Reception places from the beginning of the school year) will be administered by REAch2 Academy Trust. To apply for a Reception place at Henhurst Ridge Primary Academy, please download an application form from our website ([www.henhurstridgeacademy.org/](http://www.henhurstridgeacademy.org/)) or contact us via email or telephone to obtain a hard copy. The form needs to be returned by the deadline of 15 January 2018 to:

**Email:** info@reach2.org

**Post:** Henhurst Ridge Primary Academy Admissions, C/O Scientia Academy, Mona Road, Burton Upon Trent, Staffordshire, DE13 0UF

Offers will be made on 16 April 2018. As a free school, all offers will be conditional until we have a funding agreement signed by the Secretary of State for Education. All offers of places will be confirmed once the funding agreement is signed.

## Oversubscription Criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. Home-to-school distance – meaning that the remaining places are allocated to applicants in order of each child’s proximity to the school.

## Definitions relating to the criteria

1. 'Looked after children' are (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 definition in Section 22(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.
2. 'Children who have an elder sibling in attendance at Henhurst Ridge Primary Academy and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents' marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
3. This option is only available for teaching or leadership staff with a permanent contract to work at the school (and not employees in REAch2 regional or central teams); it will be subject to confirmation by an independent REAch2 regional non-executive that, on the evidence available, the post does indeed relate to a skills shortage in the area.
4. 'Home-to-school distance' is defined/measured as a "straight line distance between an applicant's home address to the main front gate of the school. Distances are measured using the Council's Geographical Information System (GIS)". 'Home address' is defined as the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes. Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately. If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Local Authority immediately. Note – these definitions are used by Staffordshire Local Authority in relation to admissions to schools that they maintain – REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.

## Tie-breaker

Where the admission number given above is reached part way through one of the above over-subscription criteria, the remaining places available are allocated on proximity to the school; but only after any applications are considered where there is third party evidence (e.g. from a medical specialist or a social worker), provided at the time of the application, setting out the exceptional medical/social need of the child (or their parent/carer) and why only this school, rather than any other, is able to meet that need; the final decision on such applications will be made by the school's governors. Where multiple births siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed out PAN.

## Late applications

There are two kinds of late applications, depending on when the application is received:

- All applications received after the deadline but before the national offer day of 16th April 2018 will be administered by REAch2 Academy Trust. These will be considered after those received on time and offers will only be made if places remain after on time applications have been decided.
- All applications received after the national offer day of 16th April 2018 but before the start of the school year (date to be confirmed) will be administered by Staffordshire Local Authority who will inform the applicant of the outcome. Any late applicants who are not offered a place may request that their child is placed on the waiting list for the school.

## Deferred entry for Reception places

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5<sup>th</sup> birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

## **Admission of children outside their normal age group, including for 'summer-born' children**

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

## **Waiting lists**

Where the school receives more applications for places (in the 'normal round' for Reception in-take) than there are places available, a waiting list will be maintained by the Local Authority until end August 2018 and then by the school until 31 December 2018. It will be open to any parent or carer 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. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the council's Appeals Administration Team. Further information is available at

<https://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissionappeals/home.aspx>. The Appeals Administration Team can also be contacted by phone on 01785 895335, weekdays between 10.00am and 2.00pm.

The appeals process is run in accordance with the statutory processes and

timescales set out in the School Admissions Appeals Code. Notification of your appeal date will be sent via email and you will be given at least 10 school days' notice. Your appeal will be heard within 30 school days of the appeal being lodged.

## Note for Parents about applying for other schools

Because Henhurst Ridge Primary Academy is not part of the Local Authority's coordinated admissions arrangement, you will need to complete your Local Authority's LA common application form for any other choices of school. For schools in Staffordshire, this means you should apply via Staffordshire County Council. The closing date for receipt of applications is also 15 January 2018. You must apply online at:

<https://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/primary/home.aspx>.

If you do not have internet access, you can request a form by calling 0300 111 8007. Please apply online or by paper and do not do both.

After 16 April 2018, if you are offered a place at Henhurst Ridge Primary Academy and also have another offer of a school through the Staffordshire County Council (SCC) process, you will be contacted by the council asking you to confirm which of the two offers you wish to accept.

## Contact Details

### Address:

Henhurst Ridge Primary Academy Admissions  
C/O Scientia Academy  
Mona Road  
Burton Upon Trent,  
Staffordshire, DE13 0UF

**Website:** [www.henhurstridgeacademy.org](http://www.henhurstridgeacademy.org)

**Telephone:** 01283 246433

**Email:** [info@reach2.org](mailto:info@reach2.org)