



Admissions Policy

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Author	Summary of changes	Issue	Date Authorised
R Righini	New school	1	1 March 2015
R Righini	Policy review of changes in legislation	2	1 May 2017
R Righini	Policy review – no changes	19//20	1 May 2018
J Walton	Policy review – references updated	20/21	1 May 2019
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Document Owner & Reviewer:	The senior manager responsible for this policy is the Head of Slte		
Equality Impact			
Statement	<p>We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the equalities act 2010 protected characteristics.</p> <p>The person responsible for equality impact assessment for this document is the Director of Equalities and Diversity.</p>		
Screening	<p>This policy has been screened by the Equalities Team and the impact has been assessed as:</p> <p><input type="checkbox"/> Not applicable <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High</p>		

1. Purpose

1.1. Hollinwood Academy is a special school which provides up to 140 places for pupils and students of both sexes between the ages of 4 and 19 with a primary need of ASC (Autistic Spectrum Condition) or SLCN (Speech, Language and Communication Needs). The purpose of this policy is to explain the admission arrangements that are in place.

2. Scope of Policy

2.1. This policy applies to anyone wanting to request a place for a child in our organisation. It sets out the route to be followed when applying for a place for:

- 2.1.1. a child with an EHCP
- 2.1.2. a child without an EHCP

3. Reason for Review

3.1. This policy was reviewed to simplify the document for ease of reading. It still takes into account statutory guidance/advice as follows:

- 3.1.1. School Admissions Code 2014

4. Aim(s):

4.1. This policy aims to support families in accessing the information they need to know and to have a thorough understanding of the process of applying for a place at our school.

5. Procedures and practice

5.1. Group A - Places for children with an Education Health and Care plan naming the school

- 5.1.1. 112 places are reserved for pupils with an Education Health and Care Plan (EHCP) naming the school.
- 5.1.2. For a child to be admitted to these places the school must be named by a local authority (LA) in the child's EHCP.
- 5.1.3. Parents wishing their children to benefit from our provision should ask their LA to name our school in their child's EHCP.
- 5.1.4. Children will also be admitted for short periods to enable the LA to assess the child's special needs.
- 5.1.5. Each LA is an admitting body and will take the decision to place young people only after full consultation with our school.
- 5.1.6. LAs should note that the contact email address for consulting the school on naming the school in a child's EHCP is admissions@newbridgegroup.org
- 5.1.7. For a child to be admitted, the school must be named by a LA in the child's EHCP, though we may admit a young person without an EHCP if:

- 5.1.7.1. the child/young person is admitted for the purposes of an assessment of educational needs under Section 34(5) of the Children and Families Act 2014 and the responsible LA, the head teacher or principal, the parents or young person and anybody else whose advice is required to be obtained, have all agreed to the child or young person's admission;
- 5.1.7.2. the child/young person remains admitted following an assessment under Section 34(6) of the Act ; or
- 5.1.7.3. the child/young person is admitted following a change in his/her circumstances, with the agreement of the LA, head teacher or principal and the child's parents/carers.

5.1.8. Other school policies and further information on our school can be found on our website www.newbridgegroup.org

5.2. Group B - Places for children without an Education Health and Care plan naming the school but with autism and/or significant communication and interaction difficulties.

- 5.2.1. 28 places in the age-range 4-19 are open to children with autism and/or significant communication and interaction difficulties but without an EHCP.
- 5.2.2. Our published admission number for reception is 2.
- 5.2.3. To be considered for admission, applications for places for such pupils must include evidence that the child has autism and/or significant communication and interaction difficulties and the application must be supported by written evidence from a professional, such as an Educational Psychologist, a head teacher or a Special Needs Co-ordinator.
- 5.2.4. If oversubscribed for such places we will apply the following oversubscription criteria in order:
 - 5.2.4.1. Looked after children and previously looked after children. A looked after child is a child who is in the care of an LA or being provided with accommodation by an LA in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).
 - 5.2.4.2. A previously looked after child is a child who immediately after being in care became subject to an adoption, child arrangement/residence, or special guardianship order.
 - 5.2.4.3. Siblings of pupils attending Hollinwood Academy or New Bridge School as a shared campus. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.
 - 5.2.4.4. Other children
 - 5.2.4.4.1. Tie-breaks
 - 5.2.4.4.2. Proximity to the school will first be applied if the school is oversubscribed in criteria 5.21 and 5.22 above with those living closest to the academy having priority for admission. Distance

from school is measured as a straight line from the child's home address to the school measured between the two central data points of the home post code and school post code.

Measurements are calculated using www.freemaptools.com. The address from which the distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of the school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

- 5.2.4.4.3. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case. Random allocation will be supervised by an independent member from the school's appeals panel.
- 5.2.4.4.4. However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

5.2.5. Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.

5.2.6. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows:

- 5.2.6.1. With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.
- 5.2.6.2. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:
 - 5.2.6.2.1. whether the child is 'Summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
 - 5.2.6.2.2. information about the child's academic, social and emotional development;
 - 5.2.6.2.3. where relevant, their medical history and the views of a medical professional;
 - 5.2.6.2.4. whether they have previously been educated out of their normal age group; and
 - 5.2.6.2.5. whether they may naturally have fallen into a lower age group if it were not for being born prematurely

- 5.2.6.3. The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.
- 5.2.6.4. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application form for a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.
- 5.2.7. The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the MAT 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.
- 5.2.8. A child'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 reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.
- 5.2.9. Appeals
- 5.2.9.1. **Group A** - The SEN Code of Practice entitles parents to appeal to the First Tier Tribunal (Special Needs and Disability) if their LA refuses to name their preferred school in the ECHP.
- 5.2.9.2. **Group B** - All applicants for refused a 'Group B' place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.
- 5.2.9.3. Appellants should contact Hollinwood Academy, Roman Road, Hollinwood, Oldham, OL8 3PT for information on how to appeal. Information on the timetable for the appeals process is on our website at www.hollinwoodacademy.co.uk or Oldham's website <https://www.oldham.gov.uk/info/200327/admissions>

6. Sources and references

- 6.1. Admissions Code 2014

7. Other useful documents

- 7.1. Equality Act 2010

8. Monitoring

- 8.1. This policy will be monitored through the MAT's accountability framework.