



# Admissions Policy - Infants

Statutory

Reviewed: September 2023

Next Review Date: September 2024

Role Responsible: Head of School

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## **1. Introduction**

Humberstone Infant Academy is a popular Infant 3-7 school. It became part of Odyssey Educational Trust Multi Academy in April 2016 and as such the governors are the admissions authority and have responsibility for determining admission arrangements within the statutory framework including consideration of the Admissions Code of Practice and the School Admissions Appeals Code.

### **1. Purpose**

1.1 This document sets out the admission arrangements for Humberstone Infant Academy. The document forms an Annex to the funding agreement between Humberstone Infant Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.

1.2 Notwithstanding these arrangements, the Secretary of State may direct Humberstone Infant Academy to admit a named pupil to Humberstone Infant Academy. Before doing so the Secretary of State will consult the academy.

## **2. Admission Arrangements**

The admission arrangements for Humberstone Infant Academy for the years 2023/24, 2024/25 and 2025/26 subject to any changes approved by the Secretary of State for subsequent years, will be described as below

2.1 Humberstone Infant Academy has an agreed admission number of 90 places per year group in Years F2, Year 1 & Year 2.

Admissions for the Nursery are managed by the school and covered under the Nursery Admissions Policy. The Nursery has an agreed admission number of 26 part time places. This allows for a maximum for 296 places in total across 4 year groups.

2.2 If Humberstone Infant Academy decides that it is able to admit above its published admissions number it will notify the local authority in good time to allow the Local Authority to deliver its coordination responsibilities. Before setting an admission number higher than its agreed number, the academy will consult in line with statutory regulations.

2.3 The capacity of the school is determined using a mathematical formula devised by the Department of Education. The calculation considers all usable space. The net capacity assessment for Humberstone Infant Academy is 360

## **3. Process of Application**

3.1 Applications for places at Humberstone Infant Academy will be made in accordance with the Local Authority coordinated admission arrangements and will be made on the common application form provided and administered by the Local Authority.

3.2 Humberstone Infant Academy will take part in the coordinated admissions scheme in Leicester City, the timetable for which will be published annually by the

Local Authority. The publication will include details relating to the administration of late applications.

#### **4. Consideration of Applications**

Humberstone Infant Academy will consider all applications for places. Where fewer than 90 applications are received the academy will offer places to all those that have applied.

#### **5. Procedures where Humberstone Infant Academy is oversubscribed**

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below;

Places are allocated to pupils who have an Education, Health and Care Plan (EHCP) which names the school before any other allocations are made. These allocations will reduce the number of places available.

Criterion 1: Children in the care of a local authority within England or who were previously in the care of a local authority within England (see note 1).

Criterion 2: Children who were previously in care outside of England (see note 1).

Criterion 3: Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested (see note 2).

Criterion 4: Children whose home address is in the catchment area of the infant school with a sibling at the school who will still be on roll when the applicant starts school (see note 3).

Criterion 5: Children whose home address is outside the catchment area of the infant school with a sibling at the school, who will still be on roll when the applicant starts school (see note 3).

The Linked Schools are:

Humberstone Infant School and Humberstone Junior Academy

Criterion 6: Children whose home address is in the catchment area of the infant school (see note 4).

Criterion 7: Children who are sons / daughters of staff working at the school for at least 2 years at the time of application.

Criterion 8: Children whose home address is outside the catchment area of the school and who have requested a place within each criterion priority will be given to children living closest to the school, as measured on a straight-line basis using a geographical information system measuring from the geo-code reference point from the child's home address to the geo-code reference point for the school.

## Criterion notes

Note 1: A “looked after” child is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England, in the exercise of their social services function at the time of making an application to the school. A “previously looked after” child is a child who was looked after, either in England or outside\* of England, but ceased to be because they were adopted or became subject to a residence order or special guardianship order.

Note 2: All schools in Leicester have experience in dealing with children with diverse social and medical needs. However, there may be exceptional cases where there are compelling reasons why it is essential they attend the school requested. A separate application to be considered under this category will need to be made. Please refer to the full guidance shown in the Leicester City coordinated scheme.

Note 3: Sibling means a brother or sister, half brother or sister, adopted brother or sister or child of the parent/carer’s partner. In every case, the child must be living in the same family unit at the same address. Siblings must be on roll at the point of entry.

In the case of twins, triplet or other children of multiple births, if the final place is offered to one child, and the remaining sibling(s) would ordinarily be refused, places will be offered to the remaining sibling(s).

Note 4: “Home address” means the child’s permanent home address at the time of application. In the case of split households, it is the address of the person who receives the Child Benefit. ‘At the time of application’ means the closing date for applications. Informal accommodation arrangements with family and friends are not accepted unless there are very special circumstances and supporting proof is required. An address used for childcare arrangements cannot be used as the home address for the purpose of applying for a school place.

**Tie-break** Criteria Within each criterion, priority will be given to the children who live closest to the school. Distance will be measured on a straight-line basis using a geographical measuring system measuring from the GEO measuring point from the child’s home address to the GEO code reference point to the school. In the unlikely event that two applicants within a category live exactly the same distance from the school and only one place remains, the place will be offered to one applicant on the basis on lots drawn by a Director from Humberstone Infant Academy who is not involved in the administration of school admissions.

**Multiple Births** If the final place available at a school is offered to a twin or triplet and the remaining sibling would ordinarily be refused, places will be offered to the remaining sibling at the same school.

## Operation of Waiting Lists

Where in any year, Humberstone Infant Academy receives more applications for places than there are available, a waiting list will operate. The list will be maintained by the local authority and it will be open to any parent/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 lists will be determined solely in accordance with the criteria set out in the over subscription criteria. Where places at the academy become available they will be allocated to children on the waiting list in accordance with the same criteria. This implies that a child's name may go up or down on the list. At the end of the academic year, those on the waiting list will be contacted to determine if they wish to reapply for the following academic year and if applicable the child will be put on the waiting list for that admission year.

## **6. Arrangements for Appeals Panels**

Parents have the right to an independent appeals panel if they are dissatisfied with a decision of Humberstone Infant Academy. The appeal panel will be independent of the academy and will be composed of 3 members who will include:

- At least one person who has no personal experience of Humberstone Infant Academy defined as a lay member
- At least one person with experience in education

The arrangements for appeals will be in line with the School Admission Appeals Code.

The determination of the appeals panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. Parents will normally have 20 school days after notification of a place not being offered at the academy to lodge an appeal.

Parents wishing to appeal against an admission decision by the academy should send a completed appeal form to the clerk to the appeal panel at the address on the appeal form. Other documents / additional evidence may be submitted in support of an appeal and should be lodged with the clerk to the appeals panel not less than 7 days before the appeal hearing. At least 7 days before the hearing the academy will provide the parent with a written statement detailing the reasons why it has not been possible to admit the child.

For applications for in- year admissions, appeals must be heard in 30 school days of the appeal being lodged. For applications made in the normal admissions round appeals must be heard within 40 school days of the deadline for lodging appeals. Parents will be given at least 10 school days' notice of their appeal hearing.

Parents will be informed of the outcome of the appeal in writing within 5 school days of the hearing. In the case of unsuccessful appeals, the appeal panel will give the parents the reasons for not upholding the appeal.

## **Consultation**

Humberstone Infant Academy will consult every 7 years, as required by the school's admissions code or sooner if there are proposed changes to its admission arrangements.

When consultation takes place, it will be by 1st March lasting for a minimum of 8 weeks in the determination year and will involve;

- a) parents of children between the ages of 2 & 18
- b) other persons in the area who in the opinion of the admissions authority have an interest in the proposed admissions.
- c) All other admission authorities within the relevant area, primary admission authorities, the Local Authority, any affected Local Authority in the neighbouring area.

### **Determination and Publication of Admission Arrangements**

Following consultation, the academy will consider comments made by those consulted. Humberstone Infant Academy will determine its admission arrangements by the 15th April by the relevant year and before the 1st May will notify those consulted of what has been determined.

#### Publication of Admission Arrangements

Humberstone Infant Academy will publish its admission arrangements each year once these have been determined by publishing details on school website.

- copies being sent to the offices of the Local Authority
- copies being made available without charge upon request from the academy

The Published Arrangements will set out

- name and address of the Academy and contact details
- summary of the admissions policy including the over subscription criteria
- numbers of places and application for those places in the previous year.
- arrangements for hearing appeals

#### Representations about Admissions Arrangements

Where other admission authorities in the relevant area make representations to the Academy about its admission arrangements, the Academy will consider such representations. Where the Academy and the other admission authorities cannot reach agreement locally, any admission authority in the relevant area may make representations to the Secretary of State. The Secretary of State will consider the representation and in doing so will consult the Academy. Where the Secretary of State judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

Other admission authorities in the relevant area have a right to ask the Academy to increase its proposed published admissions number for any year. Where a request is made, but agreement cannot be reached locally, an admission authority may ask the Secretary of State to direct the Academy to increase its proposed admission number. The Secretary of State will consult the Academy and will then determine the published admission number. The Secretary of State may direct changes to the Academy's proposed admission arrangements where this is necessary to provide for those arrangements to be consistent with the provisions of admission law and the Statutory Code of Practice as they relate to maintained schools.

Proposed changes to Admission Arrangements by Humberstone Infant Academy after Arrangements have been published

Once the admission arrangements have been determined and published, the Academy should propose changes only if there is a major change in circumstances. In such cases, the Academy must consult again those consulted under paragraph 1 above and must then reapply to the Secretary of State setting out:

- a) The proposed changes
- b) Reasons for wishing to make such changes
- c) Any comments or objections from those entitled to object

Need to secure Secretary of State's approval for changes to admissions arrangements

The Secretary of State will, consider applications from the Academy to change its admission arrangements only when the Academy has consulted on the proposed changes as outlines in paragraph 1 above

Where the Academy has consulted on proposed changes and there have been no objections from other admission authorities, the Academy must still secure the agreement of the Secretary of State before any changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admissions authorities/persons

The Secretary of State can approve, modify or reject proposals from the Academy to change its admissions arrangements.

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