



# NEWHALL

PRIMARY ACADEMY

## Admissions Policy 2018/19

### Introduction

Newhall Primary Academy is a primary academy in Harlow, Essex 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)

Newhall Primary Academy will be a school which cultivates strong cultural, social and moral values, as identical to the REAch2 touchstones. An exciting and innovative curriculum will be made special by a wide range of unique learning experiences. A talented and well qualified workforce will engage all learners in reaching the highest standards. High aspirations and expectations will encompass the life of the school and support the development of children with high self-esteem, self-discipline and strong community spirit.

Education is an essential ingredient for future success. By taking the time to build character in every child through our ethos, code of conduct, curriculum and assemblies, we can teach all children to be successful.

The community will have a new school to be proud of because we are not afraid to make our expectations clear and ensure they are followed. We will not compromise on a thorough grounding in literacy and maths; however our curriculum will be exciting, motivational and strongly reflect an engagement with 21st century technologies. For more information about the new school please visit us at [www.newhallacademy.org](http://www.newhallacademy.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 Newhall Primary Academy, please download an application form from our website 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:** Newhall 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. 'Siblings' - For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends Newhall Primary Academy in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.
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. The 'home address' is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

NOTE: Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement can be provided by 2 February 2018.

For admissions purposes Newhall, similar to the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described above. Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council not involved in admissions, with the exception of twins, triplets etc.

## 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<sup>1</sup>; 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 birth 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 our 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 16<sup>th</sup> 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 Essex County Council 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 than there are places available, a waiting list will be operated by REAch2 Academy Trust until the end of the academic year. After that they will be disbanded. The waiting list will be maintained by Essex Local Authority and 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.

In order to find out information on how to appeal against a refusal of a school place, please call the Local Authority Appeals team on 03330 139899.

## Note for Parents about applying for others schools

Because Newhall 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 Essex, this means you should apply via Essex County Council. The closing date for receipt of applications is also 15 January 2018. You must apply online at: <http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx>

If you do not have internet access, you can request a form by calling 0345 603 2200. Please apply online or by paper and do not do both.

After 16 April 2018, if you are offered a place at Newhall Primary Academy and also have another offer of a school through the Essex 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:

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

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

**Telephone:** 01283 246433

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