



**Northern Lights**  
LEARNING TRUST

Holley Park Academy  
Admissions to Schools Policy

Review date Autumn 2022

Next review date     Autumn 2023

## **Statement of intent**

At Holley Park Academy we welcome all pupils, and places at the school are offered in an open and fair way. Our admissions process is delivered in-line with the Equality Act 2010, the School Admissions Code, the School Admission Appeals Code, the Human Rights Act 1998 and the School Standards and Framework Act 1998.

The number of places available is determined by the capacity of the school and is called the 'agreed admissions number'. Our published admissions number (PAN) is **35**.

The Trust Board of Holley Park Academy is the Admission Authority for this Academy. The Trust Board increased the pupil admission number from 30 to 35 pupils in Reception from September 2013.

The admission policy is applied if the number of applications exceeds the number of places available. The admissions authority acknowledges the rights of parents/carers to express a preference for the school. However parental preference cannot be considered where the Academy is over-subscribed in a particular year.

- Looked-After Child-a child that is 'looked-after' by the Local Authority in accordance with section 22 of the children's Act 1989(b)
- A previously looked after child, including those from outside state care in England
- A sibling link –an older brother/sister including adoptive or stepchildren that share the same parent/carer and live at the same address.
- Exceptional medical or psychological reasons – medical, psychological reports must be confirmed by a professional and explain why their needs will be met at Holley Park Academy.
- Where a pupil has a Health and Education Care Plan naming Holley Park Academy (subject to confirmation by the SEN unit).

## **Nursery Admissions**

We have a 26 part-time place nursery; currently, we operate 30 hour sessions. You can register your child for school nursery once they have reached their second birthday, places are allocated in the term after they are three. This is usually in the following September; however if there are available places they may be enrolled in January or after Easter. You will be sent an offer of a place letter informing you of your child's start date. If places are oversubscribed the school will work with the local authority in allocating places.

Registration forms are available from the main school reception.

## **Admission into Primary School**

Legally children do not have to start school until the term after their 5th birthday. In Sunderland Local Authority, all children normally start together in September. If your child's 5th birthday is in the summer term it is not possible to defer entry into Reception for a full academic year; however it is possible to defer admission into Reception until the term after their 5th birthday. Parents/carers wishing to defer entry must apply using the application form for the child's normal year of entry. Further guidance regarding request for deferred entry can be accessed at [www.sunderland.gov.uk>admissions-infant-junior-primary](http://www.sunderland.gov.uk>admissions-infant-junior-primary)

Parents have the right to express a preference for a school of their choice. Applications must be completed as there is no guarantee of a place for any child even if your child is attending an attached nursery or has older siblings already attending school. Applications can be accessed at [www.sunderland.gov.uk/admissionsonline](http://www.sunderland.gov.uk/admissionsonline) . Once completed forms can be returned to school, emailed to school admissions or returned to any of the Council's Customer Service Centres. The preference period lasts 15 weeks from September until January and it is vital that preference forms are received in this time. If they are not, the School Admissions Team will consider them as 'late', which could reduce the chance of getting a place at your first choice school. Late applications will only be considered after the ones received on time unless there is a genuine reason. Examples of this would be moving into the area, dealing with the death of a close family member or a change of circumstances for a 'looked after' child. Circumstances such as these should be explained on the application form.

An offer of a school place will be sent to parents/carers in April. The offer must be accepted and returned to the School Admissions Team, if your child has not been successful in securing a place information about the statutory right of appeal will be enclosed.

### **Admission into Secondary School**

Children generally transfer to secondary school when they are 10/11 years old and in year 6 of primary/junior school.

As with admission to primary, parents have the right to express a preference for a school of their choice.

The preference period for secondary school opens in September and closes on 31st October. Late applications will only be considered after those received on time.

Applications can be accessed at [www.sunderland.gov.uk/admissionsonline](http://www.sunderland.gov.uk/admissionsonline). If parents/carers do not have access to the internet applications will be available in paper form from school reception where they can be completed and emailed off, alternatively applications can be made at any Council Customer Service

Centre. Offers of school places will be sent out on March 1st. Once an offer of a place is received, you must confirm acceptance. If your child has not been successful in securing a place information about the statutory right of appeal will be enclosed.

### **Mid- term transfers**

If parent/carer wishes their child to transfer school during the school year a transfer application form must be completed. In order that this process is quick and efficient the following steps should be taken;

- The receiving school should be contacted by parent/carer to confirm there are places in the required year group.
- Part A of the transfer application should be completed by parent/carer, part B will be completed by school and signed by the Executive Headteacher or Headteacher.
- Holley Park Academy will then send the completed form to the receiving school.
- If places are available, schools will negotiate a start date and communicate this to school admissions. If no places are available the schools appeals process will be coordinated by the school admissions team.
- Once a child is admitted onto the school roll, their name will be added to a weekly 'pupil admitted to school outside of normal transition period' form which is submitted to the [EHAAT@togetherforchildren.org.uk](mailto:EHAAT@togetherforchildren.org.uk).

- This is in accordance with regulation 12 Education (Pupil Registration) England (Amendment) Regulations 2016

Transfer applications can be accessed from school reception, are available on the school admissions page of [www.sunderland.gov.uk](http://www.sunderland.gov.uk) or from the school admissions team based at the Civic Centre, Sunderland SR2 7DN telephone number 0191 5611425/ 5611447

### **SCHOOLS/ACADEMIES STATUTORY DUTY TO ADMIT PUPILS**

Regarding Academy direction, the Council has the following powers of direction:

Where a local authority considers that an Academy will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so. The local authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene. The Secretary of State has the power under an Academy's Funding Agreement to direct the Academy to admit a child, and can seek advice from the Adjudicator in reaching a decision

Should an applicant be unplaced but not be eligible for fair access it is expected that they are offered a place at the school for which they have applied. In circumstances where following negotiation a school/academy refuses to admit an unplaced applicant and cannot provide sufficient rational to support this decision the Council will seek to use its powers of direction or will seek the secretary of state to direct the school/ academy to admit.

### **REFUSAL TO ADMIT PUPILS WITH CHALLENGING BEHAVIOUR**

The School Admissions Code includes provision for a governing body of a school which does not wish to admit an unplaced child with challenging behaviour outside the normal admissions round, even though places are available, to refer the case to the local authority for access under the Fair Access Protocol. Details of this can be found on the **Together for Children website – in Year application Process**.

In addition to the refusal of an admission in a year group where there are no remaining places, Para 3.12 of The School Admissions Code, 2014 includes provision for the Governing Body of a school which does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, to refer the case to the Council for access under the Fair Access Protocol. The Code identifies that this will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children.

### **FAIR ACCESS PROTOCOL**

Each Council must have a Fair Access Protocol agreed with the majority of schools in the area. This includes Community, Voluntary Aided, Voluntary Controlled, Foundation Schools, Free Schools and Academies. The Protocol aims to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

The operation of the local Fair Access Protocol is outside the arrangements of the co-ordinated admissions scheme and is triggered when the parent/carers of an eligible child has not secured a school place under the In-Year Admissions procedures. Unlike In-Year Admissions, there is no duty for the Council or Admissions Authorities to comply with parent/carers preference; however, in certain circumstances the wishes of the parent/carers may be taken into account. When allocating places through the Fair Access

Protocol, Sunderland's Fair Access Panel will allocate places based on a rota system across agreed cluster areas.

### **HARD TO PLACE CHILDREN:**

Sometimes children can find themselves without a school place during the course of the year, for example, because their personal circumstances are such that they have had to move home; or are looked after children; or they have been permanently excluded from their school. In some cases these children may also exhibit challenging behaviour.

There is often a balance to be struck between finding a place quickly, perhaps in an undersubscribed school or one facing challenging circumstances, and finding a place which is appropriate for the child. It is also recognised that no school should be requested to take an excessive or unreasonable number of pupils who have been excluded from other schools or are otherwise 'hard to place'.

While the Fair Access Protocol is a means of securing places for hard to place children it does not mean that an application from a hard to place child should automatically be referred to the Fair Access Protocol. A parent/carer can still apply for a place at any school as an in-year admission and is entitled to an appeal if they are not offered that place.

The School Admissions Code states the list of children to be included in a Fair Access Protocol is to be agreed by the majority of schools in the area. For a pupil to be eligible to be considered under Fair Access protocols school must demonstrate that a pupil can be identified once as a minimum from each of the lists of children identified below:

- Children from the criminal justice system or Pupil Referral Unit who need to be reintegrated into mainstream education
- Children who have been out of education for two months or more, • Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
- Children who are homeless

### **MANAGED MOVES**

All schools in Sunderland have made a significant effort to avoid permanent exclusion, a strategy now seen as a response to extreme circumstances. However there are occasions where after lengthy and concerted efforts it is clear that it is not in the pupil's or school's best interest to continue with the placement but mainstream education is nevertheless appropriate. In these circumstances one of the strategies that could be considered is a managed move. It must be recognised that this is not a means of avoiding permanent exclusion as in the most severe and persistent cases the problems often recur in the receiving school.

A managed move is a managed transfer, over a period of time, of a child from one school to another. A managed move consists of a formal agreement between the child's parent/carer, the head teachers of both the referring (home) school (School A) and the receiving school (School B). A managed move provides a child with the opportunity of a 'fresh start' in another school and is a means of positively re-engaging the pupil in education.

Generally, a pupil should not participate in more than two managed moves in one academic year.

## **PRINCIPLES OF A MANAGED MOVE**

It is seen to be in the best interest of those pupils who are experiencing difficulties, which could appear to be leading towards permanent exclusion. When the full range of pastoral support strategies (including a pastoral support programme) have been resourced and tried but have failed to reach the young person.

When a 'new start' at another school is seen positively by all concerned and has not been used as a threat or punishment by either the school, or the parent/carers. This is a possible, negotiated strategy, not an imposition. It aims to keep pupils included who might otherwise become further disaffected.

The understanding being that this is not normally a '1 for 1' exchange arrangement between schools. Although there may be times when this does occur, (if it does, the ultimate destinations of the two children are not connected). What is more important is that the needs of the young people concerned are being met and their best interests are being served.

A managed move is a voluntary arrangement and no pressure must be put on to a Headteacher or a parent/carer if either feels that the move would not be in the child's best interests.

### **CRITERIA FOR A MANAGED MOVE:**

- A pupil with an otherwise good record has committed an offence that might lead to permanent exclusion, but the school feels the pupil would benefit from another chance.
- There has been an irrevocable breakdown of relationships between a pupil and staff, as a consequence of significantly challenging behaviours displayed.
- There has been an irrevocable breakdown of relationships between a pupil and his or her peers, as a consequence of significantly challenging behaviours displayed
- A pupil with a record of inappropriate and disruptive behaviour or poor attendance, as a consequence of inappropriate and disruptive behaviour applies for an in-year transfer.
- There has been an irrevocable breakdown in relationships between the pupil and staff or peers resulting in a pupil's low or non-attendance.
- Where a managed move is proposed to resolve an attendance issue the school must demonstrate that the pupil in question has been referred to the Early Help - Attendance Service at Together for Children. The managed move must be endorsed by the Council's Attendance Manager, where it is anticipated the move may resolve the existing barriers to attendance.
- The above list is not intended to be a complete list of scenarios and there may be other occasions where a Managed Move is considered appropriate

This policy will be reviewed every two years.