



**Hanham  
Woods  
Academy**

Hanham Woods Academy  
Admissions Policy 2018/2019 and  
2019/2020

March 2018

For information and guidance and incorporating the Academy's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.

Status: Approved

### HWA Admissions Policy

<b>Policy Title</b>	Admissions Policy
<b>Function</b>	For information and guidance and incorporating the Academy's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.
<b>Status</b>	Approved
<b>Audience</b>	Students, Parents, Councillors, Principal, Teachers, Support Staff, Local Authority
<b>Ownership / Implementation</b>	The Principal and the Academy Council have overall responsibility for ensuring that this policy is implemented.
<b>Implementation Date</b>	Approved
<b>Review period</b>	Annually
<b>Last Reviewed</b>	March 2018

## Purpose:

The purpose of this policy is to make the admissions process to Hanham Woods Academy clear and open.

The academy council have agreed that the admission arrangements will remain in line with the agreed arrangements for South Gloucestershire's maintained non-denominational secondary schools.

## Guidelines for implementation

### Year 7 admissions

- The academy is supported by South Gloucestershire Council in allocating places to Hanham Woods Academy and informing families.
- Hanham Woods Academy has an admission number of 180 places in each year group from Year 7 to Year 11.
- Should Hanham Woods academy be over-subscribed (i.e. if there are more applications than places available), initial allocations will be made according to the following criteria. These are listed in order of priority and will be applied to all applications received by the published closing date for applications.
  1. Children in Public Care or previously in Public Care.
  2. Local siblings (those living within the academy's area of prime responsibility and who have named the academy as a preference).
  3. A. Geographical considerations (those living within the academy's area of prime responsibility.  
B. Geographical considerations (those living outside the academy's area of prime responsibility)
  4. Tie Breaker: Where it does not prove possible to resolve allocations to an over-subscribed school/academy by the application of criteria 1-3, any remaining places will be allocated by drawing lots.

## Notes:

1. **Children in Public Care** \* are those looked after by a local authority within the meaning of Section 22 of the Children Act 1989.

Children previously in public care\* are those who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>).

\*Documentation will need to be provided to South Gloucestershire Council as a proof of care status.

<sup>1</sup>Under the terms of the Adoption and Children act 2001. Advice from the DfE sets out that the Adoption Act did not come into force until 31December 2005 and therefore only children adopted after this date qualify as previously looked after children.

<sup>2</sup>Under the terms of the children act 1989.

<sup>3</sup>Section 14A of the children act 1989.

2. **Local siblings: children are defined as local siblings if:**
  - They are full or half brother or sister; or
  - They are adoptive brother or sister; or
  - They are children within the academy's defined area of responsibility, and they have indicated that the academy as a preference; and
  - The older sibling is already in attendance at the academy and will be in September starting that school year (statutory school age only).

Please note: to be defined as a 'local sibling' a child must live in the area of prime responsibility for the academy.

- 3. A. Geographical considerations (for those living within the academy's area of prime responsibility):** Priority will be given to those children who live within the area of prime responsibility for the academy. Where an academy also has an area of first responsibility, children living in this area will be given the highest priority.

If in any year there are more children living within the area of prime responsibility than the number of places available at the academy, priority will be given to those children who live closest to the academy. Distances from home to academy are measured in a straight line between the address point of the child's home and a central point within the main academy building using South Gloucestershire Council's computerised mapping system.

**B. Geographical considerations (for those living outside the academy's area of prime responsibility):** After places have been allocated from within the area of prime responsibility, any remaining places will be allocated to those children who live closest to the academy. Distances from home to academy are measured in a straight line between the address point of the child's home and a central point within the main academy building using South Gloucestershire Council's computerised mapping system. All applications will be considered at the same time and the published over-subscription criteria applied.

**C. Area of prime responsibility:** An indicative map showing details of the area of prime responsibility can be found in this booklet.

- 4. Tie Breaker:** Lots will be drawn by a senior officer of South Gloucestershire Council who is independent of the school admissions process.

### Children of multiple births

Whenever possible, South Gloucestershire Council will endeavour to place children of multiple births in the same academy within the places available. However, where the last child to qualify for a place is a twin or a child of multiple birth, the places will be offered to one child and the other child/children considered under the admission criteria.

### Children of UK service personnel (UK armed forces)

South Gloucestershire Council recognises the particular needs of children of UK service personnel (UK Armed Forces). The council ensures that the needs of these children are taken into account by:

- Allocating a school place in advance if the application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering address.
- Accepting a Unit postal address, or, if appropriate, a quartering area address (the address of the closest house in the relevant quartering area), for applications from service personnel in the absence of a new home postal address.

- Accepting a late application from UK service personnel as 'on time' where a notification of posting has been received after the closing date and before the date of exchange of information with other admission authorities.
- Considering an application on the criterion of 'local sibling' where another child in the family has been offered a place at the preferred school and the Unit postal address or quartering address is within the area of prime responsibility for the preferred school.
- Wherever possible, children of UK service personnel will be offered a place at the preferred local school but taking into account the admission number for the school.

### **Children with statements of special educational needs (SEN) or an education, health and care plan (EHC Plan)**

Children with statements of SEN or an EHC plan are placed in schools through the arrangements set out in the SEN code of practice and not through these admission criteria. All governing bodies are required by Section 324 of the Education Act 1996 to admit to the school a child with a statement of SEN that names the school or an EHC Plan. Schools must admit such children whether they have places or not. Any appeal concerning the statement of the admission is to the independent First – tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of children with statements of SEN or an EHC Plan should contact their child's lead professional for any further information.

### **Home address**

The child's home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). South Gloucestershire Council cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to. The only exceptions are for children of UK service personnel for whom special arrangements may apply. South Gloucestershire Council reserves the right to seek documentary evidence to support a claim of residence.

Where a child spends time with each parent/carer at two different addresses, South Gloucestershire Council will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence provided by parents/carers will also be considered in reaching a decision on the home address for admissions purposes.

### **Appeals – year 7 September intake appeals**

After the end of October (closing date for applications), South Gloucestershire Council will send the academy a list of all their applicants. This will include first, second and third preferences, but will not state the preferences. The council will rank the list for Hanham Woods Academy and allocate 180 students.

Parents/carers will be informed of the allocation of places. Included in this information will be an appeal form and an explanatory statement from the academy. If parents/carers wish to appeal they need to complete and return the appeals form to the academy.

An independent appeal panel will be convened by South Gloucestershire Council at which both parents/carers and the academy will represent their case. Decisions made by the panel are legally binding.

### **In-year transfer years 7 – 11**

Parents/carers should apply to the academy for a place at Hanham Woods Academy. If the year group is full or oversubscribed then the academy will refuse the place and the applicant will be placed on a waiting list and given the opportunity to appeal. If parents/carers wish to appeal they need to complete and return the appeals form to the academy. An independent appeal panel will be convened at which both parents/carers and the academy will represent their case. Decisions made by the panel are legally binding.

If a place becomes available and there are applicants on the waiting list, the place will be offered according to the criteria set out for year 7 September intake, and not by reference to the date of joining the waiting list.