



Admissions Policy – St Hild’s Church of England School Year 7 to Year 11

Applicable to:	x	All individual schools within NEAT
	✓	Specific NEAT schools only: St Hild’s Church of England School, Hartlepool
Approval body:	NEAT Academy Trust Board of Directors (cannot be delegated)	
School year:	2024-25	

1 Purpose

NEAT Academy Trust (NEAT) is the admissions authority for all schools within the trust. We welcome pupils from a diverse range of backgrounds. St Hild's is a Church of England school: the Church's vision for education is deeply Christian, with Jesus' promise of 'life in all its fullness' at its heart, and is for the common good of the whole community. St Hild's welcomes pupils of different faiths and those of no faith.

The purpose of this policy is to set the arrangements about how children will be admitted to St Hild's Church of England School, including the criteria that will be applied if there are more applications than places at the school.

The Trust Board has made every effort to ensure these arrangements comply with the School Admissions Code 2021 and all relevant legislation.

Any objections to the admissions arrangements should be submitted to the Office of the Schools Adjudicator.

2 Scope

This policy sets out the arrangements for normal round admissions to Year 7 and in-year admissions from Year 7 to Year 11 that come within the statutory guidance in the School Admissions Code 2021.

3 Roles and responsibilities

- **NEAT Academy Trust Board of Directors:** The Board is responsible for approving the admissions policies for the schools within the trust and undertaking any public consultation required including when changes are proposed. It is also responsible for establishing an independent appeals panel to hear any appeals. The Board delegates day-to-day decision-making about admissions to a committee with responsibility for admissions or the headteacher, as set out in the relevant Scheme of Delegation.
- **Hartlepool Borough Council:** The local authority is required to have a scheme in place each year for co-ordinating admission arrangements for maintained schools and academies within their area.

4 Published Admission Number (PAN)

The number of places available in Year 7 in 2024-25 is 155.

5 How and when to apply for places

All applications for school places as part of the normal admissions round in Year 7 must be made through the local authority the applicant lives in (pays council tax to). Applications for Year 7 transfer places (the entry year for the school) for September 2024 must be submitted **by midday on 31 October 2023**. Applications received after the closing date will be classed as **late** and processed **after** all of the applications received on time.

Applications for school places in other year groups or after the start of the school year, known as in-year admissions, can be submitted at any time. Applications for in-year admissions must be made via the School Admissions Team at Hartlepool

Borough Council.

6 How places will be allocated

All children whose Education, Health and Care Plan (EHCP) names the school will be admitted.

If there are enough places at the school then all applicants will be offered a place.

If more applications are received than the number of places available, the following oversubscription criteria will be used in the order set out below to decide which children will be allocated places:

1. Children who are currently looked after by a local authority in England, children who were previously looked after by a local authority in England or who appear to have been in state care outside of England, and immediately afterwards became subject to an adoption order, child arrangements order or special guardianship order.
2. Children who have an older sibling attending the school at the time of their admission. Sibling can be a brother or sister, half-brother or half-sister, adopted brother or sister, stepbrother or stepsister, or the child of the parent/carer's partner, as long as the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
3. Children who attend St Hild's identified partner primary schools: Barnard Grove, Clavering, St Helen's, Throston, West View.
4. Children with very exceptional medical or social factors directly related to school placement. Applications must be supported by written evidence from a doctor or other professional practitioner, setting out the particular reasons why St Hild's is the most suitable school and will be considered on a case-by-case basis.
5. Those children who live closest to the school as determined by 'straight line' measurement from the address point of the child's home to the address point of the school.

Tiebreak:

- Should it prove necessary to distinguish between children within criterion 4, priority will be given to those who live nearest to the school. Should it prove necessary to distinguish between children in any other criterion (or between children with older siblings in the above situation) then priority will be given to those who live nearest the school. Distance will be measured by a straight line from the address point of the child's home to the address point of the school.
- In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Additional notes:

- In cases where there is one place available, and the next child on the list is a twin, triplet, etc., both twins (and all the children in the case of other multiple births) will be admitted even if this means exceeding the agreed number of

- places in the year group in the relevant admission year.
- The child's home address is the address of the parent/carer receiving the child benefit. If you do not receive Child Benefit then other proof would be required. The addresses of childminders or family members sharing in the care of the children must not be used.
 - Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them.
 - Parents have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.

7 Waiting lists

The school maintains a waiting list for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list. Waiting lists will be maintained until 31 December of the admission year, following this parents/carers will need to reapply.

8 Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group if they feel their child is not ready to be admitted with their peers, for example because the child has suffered ill health or has previously been educated outside of their normal age group.

Requests must be submitted in writing to the Headteacher and include any supporting evidence from relevant professionals.

Requests must be submitted **before** the closing date for applications in the child's normal age group in good time for the request to be considered and inform the parent of the outcome before the closing date for the normal age group. In other words, for children due to start Year 7 in September 2024 where the parent wishes the child to delay admission until 2025, requests must be submitted well before 31 October 2023.

Decisions will be made based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

A parent's right to appeal set out below does not apply if they are offered a place at the school but it is not in their preferred age group.

9 Appeals

Parents who are refused a place for their child have a statutory right of appeal to an independent appeals panel.

Appeals relating to Year 7 transfer places should be submitted **by 29 March 2024** to ensure they will be heard before the end of July 2024.

Appeals must be submitted to: The Clerk to the Directors, NEAT Academy Trust, Orion Business Park, North Shields, Tyne and Wear NE29 7ST (phone 0191 2284090 or email admin@neat.org.uk).

The trust will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

Hartlepool Borough Council's Admissions Team can provide more information about the school place appeals process:

- Secondary school admissions - 01429 523768
- In year school admissions - 01429 284368

Information is also available at

https://www.hartlepool.gov.uk/info/20014/schools_and_learning/656/appeal_against_the_offer_of_a_school_place/1

Definitions

Parent is defined in section 576 of the Education Act 1996 as including any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A **Looked After Child** is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions, in accordance with section 22 of the Children Act 1989, at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **Adoption Order** is an order made under Section 12 of the Adoption Act 1976 or Section 46 of the Adoption and Children Act 2002.

A **Child Arrangements Order** (previously known as a **Residence Order**) is an order made under Section 8 of the Children Act 1989, as amended by Section 14 of the Children Act 2014, outlining the arrangements as to the person with whom the child will live.

A **Special Guardianship Order** is an order made under Section 14A of the Children Act 1989 appointing one or more individuals to be a child's special guardian or guardians.

A child is regarded as having been in **state care in a place outside of England** if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.