



Ortu Hassenbrook Academy
Opportunity through learning

Admissions Policy

2020/21

Reviewed: September 2020
Next Review: September 2021



ADMISSIONS POLICY

The Admission of Students to Hassenbrook Academy

1. This document sets out the admission arrangements for Hassenbrook Academy. Any changes to the arrangements set out in this document, must be approved in advance by Hassenbrook Academy Governing Body
2. For the purposes of this Admissions Policy references in admission law and in the statutory Codes of Practice to admission authorities shall be deemed to be references to the Governing Body. Hassenbrook Academy will continue to have regard to the advice of the Thurrock Local Authority Admissions Forum.

I : ADMISSION ARRANGEMENTS

3. The admission arrangements for Hassenbrook Academy, for the year 2020/2021 are:
 - a) Hassenbrook Academy has an agreed admission number of 110 students. Hassenbrook Academy will accordingly admit 110 students in the relevant age group each year if sufficient applications are received;
 - b) Hassenbrook Academy may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, Hassenbrook Academy will consult those listed at paragraphs 16 and 17 below. Students will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

4. Hassenbrook Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Thurrock Admissions Forum:
 - a) **September** – Hassenbrook Academy will publish in its prospectus information about the arrangements for admission, including over subscription criteria, the following September (ie in September 2020 for admission in September 2021). This will include details of open evenings and other opportunities for prospective students and their parents to visit the Academy. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
 - b) **September** – Hassenbrook Academy will provide opportunities for parents and students to visit the Academy
 - c) **October** - closing date for application form;
 - d) **December - March** - applications considered by LA.
 - e) **March** - offers of places notified in writing to parents by the LA.

5. This timetable reflects the practice in Thurrock LA and is intended to secure a co-ordinated approach to admission for parents and students. Hassenbrook Academy will fit in with the coordinated admissions scheme for Thurrock LA, when this is agreed.

Consideration of applications

6. Hassenbrook Academy will consider all applications for places. Where fewer than 145 applications are received, Hassenbrook Academy will offer places to all those who have applied.
7. Notwithstanding paragraph 6 above, Hassenbrook Academy may refuse admission to particular applicants in cases where fewer than the published admission number has applied. These are applicants who have been excluded from two or more other schools and the ability to refuse admissions runs for a period of two years from the last exclusion. In all the circumstances described in this paragraph, however, the Secretary of State may direct Hassenbrook Academy to admit such a student and that direction shall be binding on Hassenbrook Academy.

Procedures where The Academy is oversubscribed

8. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below:
 - a) Children who are in the care or interim care of a local authority pursuant to sections 31 and 38 of the Children's Act 1989, or children who are accommodated by a local authority pursuant to section 20 of the Children's Act 1989. This includes children who were in care but have since been adopted or become subject to a residence order or special guardianship order.
 - b) Children with a Statement of Special Educational Needs are allocated school places under different regulations and will override all other categories or priority.
 - c) Admission of students whose siblings currently attend Hassenbrook Academy and who will continue to do so on the date of admission;

For the purpose of allocating places, sibling means :

Full sibling living at the same address as the applicant

Step sibling living at the same address as the applicant

Half sibling living at the same address as the applicant

Long term foster sibling living at the same address as the applicant

- d) Admission of children who live with parents, carers or guardians who have been employees of Hassenbrook Academy for at least the previous two years prior to the child's admission date.
- e) Students resident in the priority admissions area (catchment area) of Hassenbrook Academy with students living nearer the Academy being given higher priority.

- f) Admission of children of former students of Hassenbrook Academy. The former student must have completed five full years at the Academy. This will not include siblings of former students who did not attend Hassenbrook Academy.
- g) Admission of students on the basis of proximity to Hassenbrook Academy using straight line measurement. Students living nearer to the Academy being given higher priority.

Distance from Hassenbrook Academy will be measured in a straight line in metres by a digital mapping system from the Academy's main reception door to the front door of the home.

- h) If more than one student is entitled to the last place in a year group (as in twins, multiple births or same distance measurement), the Academy will offer a place to the additional student(s)
- i) Notwithstanding the provisions of paragraphs a – f above, the Secretary of State may direct Hassenbrook Academy to admit a named student to Hassenbrook Academy on application from the LA.

Mid Year Admissions and September Admissions for Year Groups other than Year 7

- 9. Parents wishing to make an application for a place for their child should submit the appropriate form to the Local Authority (Thurrock Council).

Arrangements for Appeals Panels

- 10. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Hassenbrook Academy. The Appeal Panel will be independent of the Academy and will be composed of three members who will include:
 - a) at least one lay member. Lay members are people without personal experience in the management or provision of education in any school (though it is permissible to use people who have experience as governors of other schools, or who have been involved in education in any other voluntary capacity); and
 - b) at least one person with experience in education who is acquainted with educational conditions in the area, or who is the parent of a registered pupil at a school.
- 11. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools.
- 12. Parents will normally have 20 school days after notification of a place not being offered at Hassenbrook Academy to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal.
- 13. Parents wishing to appeal against an admission decision by Hassenbrook Academy should send a letter to the Clerk to the Appeal Panel at the address given on the appeal form. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing.

14. Parents will be given at least 10 school days notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing Hassenbrook Academy will provide the parent with a written statement detailing the reasons why it has not been possible to allow the child to attend the Academy. The Appeal panel will have the discretion to refuse to admit late evidence.
15. The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking in excess of one day the Clerk to the Appeal Panel will contact parents with the decision on the final day of the hearings. The parents will also be informed of the outcome in writing within 14 days of the date of the hearing. In the case of unsuccessful appeals the Appeal Panel will give the parents their reasons for not upholding the appeal.

II : ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

16. Hassenbrook Academy shall consult each year (by 31 March) on its proposed admission arrangements and will have regard to the local admission forum for the Thurrock area.
17. Any proposed change to the admission numbers will need to be sanctioned by the Secretary of State for Education.

Determination and publication of admission arrangements

18. Following consultation, Hassenbrook Academy will consider comments made by those consulted and will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

19. The published arrangements will set out:
 - a. the name and address of the Academy and contact details;
 - b. a summary of the admissions policy, including oversubscription criteria;
 - c. numbers of places and applications for those places in the previous year;
 - d. arrangements for hearing appeals.

Representations about admission arrangements

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

21. Other admission authorities in the Thurrock area have the right to ask Hassenbrook Academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, an admission authority may ask to the Secretary of State to direct Hassenbrook Academy to increase its proposed published admissions number. The Secretary of State will consult Hassenbrook Academy and will then determine the published admission number.
22. In addition to the provisions at paragraphs 16 and 17 above, the Secretary of State may direct changes to Hassenbrook Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed published admissions number.

Proposed changes to admission arrangements by Hassenbrook Academy after arrangements have been published

23. Once the admission arrangements have been determined and published, Hassenbrook Academy will propose changes only if there is a major change of circumstances. In such cases, Hassenbrook Academy must consult those consulted under paragraph 17 and 18 above and must then apply 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 admission arrangements

24. The Secretary of State will consider applications from Hassenbrook Academy to change its admission arrangements only when Hassenbrook Academy has consulted on the proposed changes as outlined at 16 and 17 above.
25. Where Hassenbrook Academy has consulted on proposed changes and there have been no objections from other admissions authorities Hassenbrook Academy must still secure the agreement of the Secretary of State before any such changes can be implemented. Hassenbrook 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 admission authorities/other persons.
26. The Secretary of State can approve, modify or reject proposals from Hassenbrook Academy to change its admission arrangements.
27. Records of applications and admissions shall be kept by Hassenbrook Academy Trust for a minimum period of 10 years and shall be open for inspection by the Secretary of State.