



**Ortu Hassenbrook Academy**  
*Opportunity through learning*

# **Admissions Policy 2023/24**

This Admissions Policy relates to the School Admissions Code 2014 and the School Admission Appeal Code 2012 and shall be deemed to be referring to the Ortu Federation comprising Ortu Hassenbrook Academy, Ortu Hassenbrook Academy and Ortu Corringham Primary School. Ortu Hassenbrook Academy will continue to have regard to the advice of Thurrock Local Authority Admissions (Education Department).

## **Process of application**

**Ortu Hassenbrook** 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:

**September- Ortu Hassenbrook Academy** will publish information about the arrangements for admission, including over subscription criteria for the following September (i.e. publish in September 2021 for admission in September 2022). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school.

**October- Ortu Hassenbrook** will provide opportunities for parents and students to visit the school.

**October-** Closing date for application form;

**December-March-** Applications considered by Local Authority

**March-** Offers of places notified in writing to parents by the Local Authority.

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

## **Consideration of applications**

**Ortu Hassenbrook Academy** will consider all applications for places. Where fewer than 150 applications are received, **Ortu Hassenbrook Academy** will offer places to all those who have legitimately applied.

Notwithstanding the paragraph above, **Ortu 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 **Ortu Hassenbrook Academy** to admit such a student and that direction shall be binding on **Ortu Hassenbrook Academy**.

## **Admissions to the school will be allocated in the following order of priority:**

The number of intended admissions for the year commencing September 2023 will be 150. In the case of over-subscription, the following criteria will be applied in order:-

- 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) Students who live with parents, guardians or carers, who are employees (teaching and non-teaching, full and part time) in the Ortu Federation, provided that the employee has been employed by the Federation for a minimum of one term at the date of application for admissions and/or recruited to fill a vacant post for which there is a demonstrable skills shortage. For the purpose of allocating places, students mean, a child of the staff member or children of their partners. The child has to live at least 50% of the time with the staff member.
- c) Siblings living in existing priority admission area (catchment area) of **Ortu Hassenbrook Academy** as agreed by the Local Authority and then by distance, using straight line measurement, with students closest to the school being given higher priority (straight line measurement being from the front door of the home address to the school reception using a digital mapping system).

Students whose older siblings are currently attending **Ortu Hassenbrook Academy** in years 7 to 11 and 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) Students resident in the agreed priority admissions area (catchment area) of **Ortu Hassenbrook Academy** and then by distance, using straight line measurement, with students closest to the school being given higher priority (straight line measurement being from the front door of the home address to the school reception using a digital mapping system)
- (e) Siblings living outside the existing priority admissions area for the school:  
Students whose older siblings are currently attending **Ortu Hassenbrook** in years 7 to 11 and will continue to do so on the date of admission
- (f) Students attending Primary Schools under the Ortu Federation
- (g) Children of former students of **Ortu Hassenbrook Academy**. The former student must be able to satisfy the school that they were in attendance for 5 full years.
- (h) Other students by distance from the school (by straight line measurement as above) with those nearer being accorded the higher priority.
- (i) Notwithstanding the provision of points a – h above, the Secretary of State may direct **Ortu Hassenbrook Academy** to admit a named student to **Ortu Hassenbrook Academy** on application from the Local Authority.

### **In the event of over subscription**

- The highest priority will be given to looked after children, and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

The School will maintain a waiting list. Students on the list will be ranked in order of priority for admissions irrespective of the date of application. Placement on the waiting list does not affect parents' right to appeal against an unsuccessful application.

We will:

- Use the address at which the child will live when applying their oversubscription criteria, as long as the parent provides some evidence of their intended address.
- Use a Unit or quartering address as the child's home address when considering the application where a parent requests this

### **Mid-Year Admissions and September Admissions for Year Groups other than Year 7**

- Parents wishing to make an application for a place for their child should submit the appropriate form to the Local Authority (Thurrock Council). ([www.thurrock.gov.uk/in-year-admissions/applying-in-year](http://www.thurrock.gov.uk/in-year-admissions/applying-in-year))

In year admission start date for all year groups is 15<sup>th</sup> September.

### **Arrangements for Appeals Panel**

Parents have the right to appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The Panel usually comprises three members, at least one of whom must be a Lay Member. Lay Members are people without personal experience in the management or provision of education in any school. There must also be an Independent Member who is experienced in education but not an employee of the Council or Admission Authority. The third may be either a Lay or Independent Member.

The arrangement for appeals will be in line with the Code of Practice on School Admission Appeals, in force as at date.

Parents normally have 20 days to lodge an appeal if a place has not been offered at **Ortu Hassenbrook Academy**

Parents wishing to appeal against an admissions decision by **Ortu Hassenbrook Academy** should send notice of appeal to the Clerk to the Appeal Panel at the address given on the appeal form. If you intend to bring legal representation this should be made clear on the 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.

Parents will be given at least 2 weeks' notice of the appeal hearing. At least 7 days before the hearing **Ortu Hassenbrook Academy** will provide the parents with written details as to why it has not been possible to allow their child admission. The Appeal Panel has the discretion to refuse to admit late evidence.

The Clerk of the Appeal Panel will usually communicate the decision within a day or two and will inform the parents of the outcome in writing usually within 14 days of the hearing.

In the case of an unsuccessful appeal, The Appeal Panel will give the parents their reasons for not upholding the appeal.

The Appeals Panel's decision is final and legally binding on all parties.

### Challenging Behaviour

“Challenging behaviour“ has been defined in the new Code (footnote 76) as

- *“behaviour unlikely to be responsive to the usual range of interventions to help prevent and address student misbehaviour or it is of such severity, frequency or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the student's/other students' education or jeopardise the right of staff and students to a safe and orderly environment”*

Children with challenging behaviour may also be disabled (Equality Act 2010) and admission authorities must also consider their duties under that Act.

### Fair Access Protocols

**Ortu Hassenbrook Academy** participate with the Fair Access process as follows:

- Make available a representative authorised to participate in discussions, make decisions on placing children via the Fair Access Protocols and admitting children via the Fair Access Protocols when / if the school is full (if appropriate)
- Fair Access Protocols can only include the categories of children outlined in the Code; the following groups have been added:
  - i. Children subject to a Child in Need Plan or a Child Protection Plan or having had a Plan within 12 months of being referred to the Fair Access Protocols
  - ii. Children living in a refuge or in other relevant accommodation at the point of being referred to the Fair Access Protocols
  - iii. Children in formal kinship care arrangements
- Eligibility for the Fair Access Protocols does not prevent an In Year application being made to any school and In Year applications must be processed in accordance with the usual In Year admission processes, including the right of appeal if refused a place.
- When a child is considered under Fair Access Protocols a place must be allocated within 20 school days (subject to Health & Safety assessments); once allocated arrangements should be made for the child to start as soon as possible or safe.

## **Annual Procedures for Determining Admission**

### **Arrangements Consultation**

**Ortu Hassenbrook Academy** will consult each year (by 31<sup>st</sup> January) on its proposed admission arrangements and will have regard to the local admissions forum for the Thurrock area. It will consult with those parties defined in the School Admission Code published by the Department for Education. If there are no changes to proposed admission arrangements for **Ortu Hassenbrook Academy**, it will consult at least every seven years.

## **Determination and publication of admission arrangements**

Following consultation, **Ortu Hassenbrook Academy** will consider comments made by those consulted and will then determine its admission arrangements by 28<sup>th</sup> February of the relevant year and notify those consulted what has been determined.

## **Publication of admission arrangements**

The published arrangements will set out:

- The name and address of the school and contact details;

- A summary of the admissions policy, including oversubscription criteria;

- Numbers of places and applications for those places in the previous year; Arrangements for hearing appeals.

## **Representations about admission arrangements**

Where other admissions authorities in the relevant area make representations to **Ortu Hassenbrook Academy** about its admission arrangements, the school will consider such representations. Where **Ortu 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 representations and in doing so will consult **Ortu Hassenbrook Academy**. Where he judges it appropriate, the Secretary of State may direct **Ortu Hassenbrook Academy** to amend its admission arrangements.

Other admission authorities in the Thurrock area have the right to ask **Ortu 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 **Ortu Hassenbrook Academy** to increase its proposed published admissions number. The Secretary of State will consult **Ortu Hassenbrook Academy** and will then determine the published admission number.

In addition to the above provisions, the Secretary of State may direct changes to **Ortu 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 Ortu Hassenbrook Academy after arrangements have been published**

Once the admission arrangements have been determined and published, **Ortu Hassenbrook Academy** will propose changes only if there is a major change of circumstances. In such cases, **Ortu Hassenbrook Academy** must consult those consulted above and must then apply to the Secretary of State setting out:

- The proposed changes;

- Reasons for wishing to make such changes;

- Any comments or objections from those entitled to object.

## **Need to secure Secretary of State's approval for changes to admission arrangements**

The Secretary of State will consider applications from **Ortu Hassenbrook Academy** to change its admission arrangements only when **Ortu Hassenbrook Academy** has consulted on the proposed changes as outlined above.

Where **Ortu Hassenbrook Academy** has consulted on proposed changes and there have been no objections from other admissions authorities **Ortu Hassenbrook Academy** must still secure the agreement of the Secretary of State before any such changes can be implemented. **Ortu 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.

The Secretary of State can approve, modify or reject proposals from **Ortu Hassenbrook Academy** to change its admission arrangements.

Records of applications and admissions shall be kept by the Ortu Federation for a minimum period of 10 years and shall be open for inspection by the Secretary of State.