

Hall Cross
Academy



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Admissions Policy 2024-25

Approved By: Trust Directors Cttee
Date of approval: March 2024
Next Review By: September 2024

Enjoying Excellence Every Day



Foundation School
In-Health



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Policy Introduction & Purpose

This policy covers the academic year of 2024/25.

Hall Cross Academy is a member of Exceed Learning Partnership and serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, Hall Cross Academy becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Only the Directors/Governors are able to decide who is eligible for a place at Hall Cross Academy. Neither the Principal nor their representatives are able to offer a place at the Academy.

Policy Aims

This policy aims to ensure that the admission number is set to benefit the children who are taught in the school and those who teach and support them.

Policy Scope

This policy applies to the local community, usually referred to as the 'catchment area'.

Consultation

This Policy has been reviewed by the Data Manager, Assistant Principal, Principal, Trust Executive Team, Governors and Board of Directors.

Sources and References

Any sources and references will be referred to throughout the Policy.



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Policy / Controls

Admission Number

1. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school considering the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, Hall Cross Academy consults with the LA and has set a limit of 310 for years 7-11.
2. Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order and through the LA admissions process.
3. In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form ⁱ (CAF) under a Coordinated Admission Scheme ⁱⁱ (CAS).

Expressing A Preference - Year of Entry

4. Applications for admission to a school's year of entry should be made in accordance with the relevant CAS.

Closing Date for Receipt of Parental Preferences

5. The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility for A Place at Hall Cross - Oversubscription Criteria

6. This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.



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Preferences will be sorted in the order of the criterion outlined below. Each of the remaining criteria are applied in order of priority as tie breakers.

a) Looked After Children or Previously Looked After Children ⁱⁱⁱ

This includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangement order or special guardianship order.

b) Catchment Area

Children who are ordinarily resident ^{iv} in the catchment area of Hall Cross Academy.

For applications for the year of entry received by the closing date for late applications, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding sixth form), at the point of admission.

Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

d) Link Schools

Children attending a school which is a linked pyramid school and who have, on the closing date for late applications, attended a link school continuously for more than one calendar year. These are as follows: -

Atlas Academy
Bessacarr Primary
Hatchell Wood Primary
Hawthorn Primary
Lakeside Primary
Willow Primary

e) Proximity

Children who live nearest to the requested academy, measured in a straight line from the centre point of the child's ordinary place of residence to the entrance nearest to the reception point of the academy.



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If two or more pupils live equidistant from the academy, the distance each pupil lives by road from the preferred academy will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. The random allocation process will be supervised at all times by someone independent of the academy.

In the case where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the measurements will consider both places of residence.

Measurements will be made using a computerised programme.

The Offer of a Place at a School

7. Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

8. Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

9. Pupils will be added to the waiting list where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
10. Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

11. A parent can apply for a place for their child at any school, at any time. Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy. They should be made on the official application form and will be managed by the Local Authority admissions scheme. Information on how in-year applications can be made are available on the Doncaster Council website.
12. Where there are sufficient places an application will normally be agreed unless specific circumstances apply.
13. Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criteria listed above and places awarded accordingly.



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14. Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
15. Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
16. If a place is agreed, the Principal will, within two weeks of a place being offered, determine a start date.
17. In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.
18. Pupils are normally admitted to an academy at the start of the next new term other than with the prior approval of the Principal of the academy or in circumstances beyond parental control e.g. movement into the borough.
19. Pupils are required to start at the academy within two weeks of the start date offered by the Principal and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.
20. Repeat applications made for entry to the same year group at the same academy will not be considered, unless there has been significant and material change to either the families' or the academy's circumstances since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
21. In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Local Authority/Trust, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Admission to the 6th Form

22. A pupil will only be admitted to the sixth form provided they meet the sixth form admission criteria.
23. The number of internal candidates transferring to the sixth form are not limited.
24. Application for admission to sixth forms, including pupils currently attending the school, must be made, either direct in writing to the school or via the application form on the sixth form website.
25. The entry requirements for 6th Form are largely dependent upon level of study that a student wishes to access. They are the same for internal and external students.
26. Applicants for entry onto Advanced Level Courses should have a minimum of 6 GCSE grades in a range of subjects at level 4 or above and these must include English Language and Maths (level 5 and above), but each application is considered on its merit.
27. Minimum requirement in terms of the required subject grade for specific courses are published in Hall Cross Academy prospectus and a composite table is available to all pupils and parents.



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28. A range of factors are considered by the Leadership team of the school in advance of allowing a student to enrol into the sixth form in addition to the academic profile of a student including attitude to learning, attendance, suitability for sixth form programmes of study and future career plans. It might be the case that an internal or external student who meets the academic entry requirements may not be offered a place if the school Leadership believe it is not in the best interests of either the student and or the learning community.
29. Additional clause: If a parent or student wishes to appeal a decision not to offer a student a place in the sixth form, they should appeal in writing to the Head of Sixth Form. A further appeal can be made in writing to the Chair of Governors.
30. If a place is not offered, parents have the right of appeal. An Independent Appeals Panel formed in accordance with the current Code of Practice will hear such appeals against non-admission. Details of the appeals process will be made available to all unsuccessful applicants.

General Information

False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.



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Explanatory Notes

ⁱ Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

ⁱⁱ Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

ⁱⁱⁱ Looked After Children or Previously Looked After Children

Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989 at the time of application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (Section 46 of the Adoption and Children's Act 1989) or became subject to a residence order (Section 8 of Children Act 1989) or special guardianship order (Section 14a of the Children Act 1989).

^{iv} Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

^v Specific Circumstances for Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, and this has been agreed by the Authority's School Improvement Review Group.

Policy Review & Development

The Policy will be reviewed on an annual basis by the Trust Board of Directors.

Document version change control

Version:	Date:	Details of changes:
1	May 2020	Policy transferred onto the new template.
2	March 2022	Amendments made at review
3	June 2022	Updated to reflect the year 2023-24.
4	February 2024	Admission number changed to 310 for Years 7-11

