



## **The Nicholas Hamond Academy Admissions Procedure**

Date of Introduction: November 2012

Date of Review: April 2016

Date of Next Review: April 2018

Signed ..... Principal

Date .....

Signed ..... Chair of Governors

Date .....

*Member of staff responsible: Mrs R. West*

## **ADMISSION POLICY**

The Nicholas Hamond Academy is sponsored by the Academy Transformation Trust. The board of ATT has delegated to the local governing body of the academy the decisions about which children to admit, within the parameters of the Academy Transformation Trust Admission Policy.

All children whose statement of special needs names the school must be admitted (s1.6 of the Schools Admissions Code)

### **Oversubscription Criteria**

If there are more applications for places than there are places available, we will give preference to students living nearest to the Academy, according to the following criteria in this order of priority:-

1. looked after students and previously looked after children (children who are in the care of the local authority or provided with accommodation by the local authority in accordance with section 22 of the Children's Act 1989)
2. students, living in the area served by the Academy who have a brother or sister attending the Academy at the time of their admission students living in the area served by the Academy who have no brother or sister connection with the Academy. When we use 'brother' or 'sister' in oversubscription rules this means: brothers or sisters living at the same address including adopted children, step- brothers, step-sisters and children in foster care within a family unit.
3. students living outside the area served by the school who have a brother or sister attending the Academy at the time of their admission
4. students living outside the area served by the Academy and attend a feeder school at the opening date of the admission round.
5. students living outside the area served by the Academy who have no brother or sister or feeder school connection with the Academy.

The address given on the application form will be used to decide the catchment school. We will accept changes to the address up to the closing date.

To determine who lives nearest, we will measure straight line distance from home to school using Ordnance Survey data. We will use Post Office address points for the precise measurement. If following the application of admission rules and distance two applicants cannot be separated for a final place at a school, ATT will use random allocation to determine priority for a place.

The Academy is not required to keep any lists for any other year groups. If you wish your child to join the academy at other times you can ask if the governors keep a reserve list. If they do it will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

### **Appeals**

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by ATT and entirely separate from the admission system. The decision of the appeal panel is binding on all parties. You should send your appeal to the academy and your papers will be passed onto ATT.

### **Mid-year admissions**

The governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system.

### **Fair Access**

The government has stated a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.

### **Students from multiple births (eg twins/triplets)**

Should the parents wish the children of multiple births, or children of the same family that fall within the same year group (e.g. siblings 11 months apart in the same school year, step, adopted or foster children, to attend the same school, then all should be admitted.

### **Split residence**

Where a student lives with parents that have shared responsibility for the child, the "residence" shall be considered as the home which the child resides for the majority of the school week. Where the child is split equally throughout the school week then the "residence" shall be defined as the home which the child is registered with their GP, or alternatively where child benefits are paid"

### **Closing date and initial notification date**

*Please see Norfolk County Council's statutory dates available on their website.  
([www.norfolk.gov.uk/admissions](http://www.norfolk.gov.uk/admissions))*

