



KHA ADMISSIONS POLICY 2024 / 25

Arrangements for applications for places in Year 7 at King Harold Academy will be made in accordance with Essex's co-ordinated admission arrangements; parents resident in Essex can apply online here;

<https://www.essex.gov.uk/topic/admissions>

Parents resident in other areas must apply through their home local authority. King Harold Academy will use Essex's timetable, published online, for these applications and Essex will make the offers of places as required by the School Admissions Code.

Published Admission Number (PAN)

The PAN for Year 7 is 180. If there are fewer applicants than places available all applicants will be admitted.

Special Educational Needs

Any child with an Education, Health and Care Plan that names the academy will be admitted.

Oversubscription Criteria

If there are more applications than places available we will apply the oversubscription criteria listed below:

1. Looked after children and previously looked after children. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Previously looked after children also includes those 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.

2. Pupils with a sibling attending the school at the time of admission. A relevant sibling is a child who lives as brother or sister in the same house, including adopted siblings, stepbrothers or sisters and foster brothers or sisters.

3. Pupils living within the EN9 postcode. Priority will be given to those living closest to the school. We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) and provided by the Local Authority. The same address point on the school site is used for everybody. Priority will be given to children living closest to the school.

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

4. Distance. Priority will be given to those living closest to the school. We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) and provided by the Local Authority. The same address point on the school site is used for everybody. Priority will be given to children living closest to the school.



Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

Tie-break

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

Multiple Births

In the case of twins or other multiple births, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number for this purpose.

Fraudulent or Misleading Applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school will comply with Essex's Fair Access Protocol. This may mean admitting children above the PAN.

Admission of Children outside their Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate
- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

King Harold Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the head teacher.



In-year admissions

King Harold Academy coordinates its own in year admissions and parents should contact the school office for an application form. Parents will be notified of the outcome of their application within 15 days and details about the right to appeal will be provided if a place cannot be offered.

Waiting List

Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. A waiting list will be maintained until the end of the academic year after which it will be cleared. If you would like your child to be placed on the waiting list for the following academic year please contact the school.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

Appeals

1. The parents (and/or in the case of a sixth form place, the student) of any child refused a place at the school have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties.
2. Your appeal request should state your reasons for your request and any additional information/documentation/appendices should be submitted five days before the Hearing to allow time for it to be copied and distributed to all the interested parties. At least 10 working days before your appeal, unless you choose to waive this right, you will be sent detailed information regarding the process and also the date and names of the independent panel members who will hear the appeal.
3. The school is unable to guarantee that any original work/evidence/folders, submitted as part of the appeal, will be returned. Appellants may wish to submit copies in advance and then take important original documents verifying evidence to the appeal.
4. Details of how to appeal can be found on the school website under admissions where there is a hyperlink to the Essex County Council. The web address is below.

www.essex.gov.uk/after-your-school-offer/appeals

If you would like to arrange a tour of the school or have any queries regarding the admissions process please contact the school office.

Reviewed By: Mr C Freeborn

Checked by: Mr A Jones

Review Date: December 2022

Date ratified by Governors:

Date to be next reviewed: September 2023