

# The Hundred of Hoo Academy

## Oversubscription criteria: 2017

Following receipt of parental preferences and where the Academy is named on a pupil's Statement of Special Educational Needs or Statutory Education, Individual Health and Care Plan. Then if the number of applications for admission to the Academy is greater than the Published Admissions Number, places will be allocated in the following priority order:

1. Children in public care, Looked After Children and all children who have been previously looked after, but following being looked after became subject to an adoption order, child arrangement order or special guardianship order.
2. Children who, at the time of the admission, have a sibling who attends the Academy (or for Secondary admissions only) or any other Williamson Trust secondary school in Medway, i.e. The Sir Joseph Williamson's Mathematical School.

+For this purpose, "sibling" means a whole, half or step-sister or brother, or an adopted child resident at the same address. The Academy will also include in this criterion children whose parents are married or cohabiting and live together within the same household.

Note: In the case of multiple births or siblings in the same year group, where there is only one place available in the Academy, the other child/children will be considered together as one application and offered a place(s) above PAN.

3. Child's health reasons. Written medical evidence (from a General Practitioner or hospital consultant) must be provided which demonstrates a specific health reason which requires the child to attend The Hundred of Hoo Academy.
4. Children that reside within the access area. (See LA admissions booklet for details of these priority access arrangements for children on the Hoo peninsula)
5. In respect of the Secondary School only, Children who attend any Trust primary school, i.e. Stoke Community School, Elaine Primary Academy, High Halstow Primary School, Allhallows Primary Academy, St James Church of England Primary School and the Hundred of Hoo Academy Primary phase.
6. Children of staff employed by the Trust: following the criteria above, priority will be given to the child of a person who is employed by any School in the Trust at the time the application is made.
7. Children who live closest to the academy. Distance will be based on the shortest distance and safest route from home to the academy, using the Local Authority Geographical Information System. Those living closer to the academy will receive the higher priority. Medway Councils Geographical Information System measures the start point, end point and distance of each route.

In the event of two or more pupils having equal ranking for the last place the deciding factor will be the shortest available safe walking distance between the home

address and the academy as measured by the Medway Council Geographical Information System and Determined by Medway Local Authority. Where this cannot be determined, the available places (s) will be allocated to both pupils over PAN.

If the academy is over-subscribed from within any of the above categories, then a system of random selection will be used to prioritise applications which will be governed by an Independent Panel.

### **Oversubscription Criteria 6th form**

If the number of applications for admission to the Sixth Form is greater than the Published Admissions Number, places will be allocated in the following priority order:

1. Children in Public Care, Looked After Children and all children who have been previously looked after, but following being looked after became subject to an adoption order, child arrangement order or special guardianship order.
2. Children who, at the time of the admission, have a sibling who attends the Academy or any other Williamson Trust secondary school in Medway, i.e. The Sir Joseph Williamson's Mathematical School.

+For this purpose, "sibling" means a whole, half or step-sister or brother, or an adopted child resident at the same address. The Academy will also include in this criterion children whose parents are married or cohabiting and live together within the same household. In the case of multiple births or siblings in the same year group, where there is only one place available in the Academy, the other child/children will be offered place above PAN.

3. Child's health reasons. Written medical evidence (from a General Practitioner or hospital consultant) must be provided which demonstrates a specific health reason which requires the child to attend The Hundred of Hoo Academy.
4. Children that reside in the access area. (See LA admissions booklet for details of these priority access arrangements for children on the Hoo peninsula)
5. Children of staff employed by the Trust: following the criteria above, priority will be given to the child of a person who is employed by any School in the Trust at the time the application is made.
6. Children who live closest to the academy. Distance will be based on the shortest distance and safest route from home to school, using the Local Authority Geographical Information System. Those living closer to the academy will receive the higher priority. Medway Council's Geographical Information System measures the start point, end point and distance of each route.

In the event of two or more pupils having equal ranking for the last place the deciding factor will be the shortest available safe walking distance between the home address and the academy as measured by the Medway Council Geographical Information System and Determined by Medway Local Authority. Where this cannot be determined, the available place(s) will be allocated to both pupils over PAN.

If the academy is over-subscribed from within any of the above categories, then a system of random selection will be used to prioritise applications which will be governed by an Independent Panel.

### **Waiting List**

No waiting lists will be held for ANY YEARS by The Hundred of Hoo Academy. In respect of Reception pupils and Rising Year 7, as set out in the co-ordinated scheme, the Local Authority will be responsible for holding a waiting list for parents who request their child's name to be added and where that parent has stated The Hundred of Hoo Academy on their Common Application Form.

Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applicants join or other applicants come off the waiting list.

Medway Council will be responsible for holding a waiting list for parents who request their child's name be added until 31st December. Also, after the 'council waiting list' has closed, parents must re-apply for places under the casual (In Year) admission procedures.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria.

### **In year Admissions**

All applications for in year admissions will be referred to Medway's Admissions department and they will be dealt with according to the Medway co-ordinated admission scheme. A vacancy will be deemed to have arisen if the number of pupils on roll in the Year Group is less than the published admission number (PAN) for that year.

Parents can apply for a casual admission at any time during the school year.

If no places are available at the time of application (over PAN) parents must be advised of their right of appeal if the academy cannot offer a place.

All vacancies will be allocated as they arise for Casual Admissions when transferring schools. If a parent wishes to transfer their child from another school without moving home, the Headteacher will contact the child's current school to ascertain the situation so that our Academy is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child themselves when appropriate, visit our Academy and meet with the Headteacher or his representative before any place will be offered.

If more applications are received than there are places available, the oversubscription criteria will apply.

### **Application for admission outside the normal age range**

Any parent wishing to place a child in the academy in a year group different to their chronological age should first contact the academy to explain the situation and the rationale underpinning the decision. The academy will, in accordance with Medway Council's Co-ordinated Scheme for admissions, consider all such requests and will respond to the parent on whether such an application would be accepted. If an application was submitted, it would be processed in line with the admission arrangements and, if applicable, the oversubscription criteria would be applied.

### **Right of Appeal**

Parents have the right of appeal to an Independent Appeal Panel. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal panel will be made in accordance with the Code and the outcome of the appeal hearing will be binding on all parties.

