



THE
HUNDRED OF HOO
ACADEMY

A Member of The Williamson Trust

POLICY FOR ADMISSION OF PUPILS

FOR ADMISSIONS FROM SEPTEMBER 2017



Medway Teaching
Schools Alliance



Application procedure

Parents complete the common application form in accordance with the Medway Co-ordinated scheme.

Admission Arrangements

This document sets out the admission arrangements for the Hundred of Hoo Academy, which is an all-through academy comprising of Primary, Secondary and Sixth Form.

The academy has a Published Admission Number (PAN) for the following year groups:

Primary	Reception	30
Secondary	Year 7	270
Sixth Form	Year 12	170

The admission arrangements are in accordance with Medway Council's Co-ordinated Scheme.

The academy will comply with the relevant provisions of the Department for Education's School Admissions Code of Practice 2014, the School Admission Appeals Code of Practice and the law on Admissions. The academy will through The Williamson Trust, consult as may be required and/or necessary.

Please note:

- The academy is one of a number within a network of academies overseen by The Williamson Trust
- The Williamson Trust Board may delegate some functions to the Local Governing Body set up to provide a local oversight of individual academies
- The Trust Board is responsible for the admissions policy, and reserves the right to delegate functions to the academy's Local Governing Body

The admission arrangements for the academy for the academic year 2017/2018 and for subsequent years are set out below.

Reception admission arrangements

The academy will admit 'rising fives' i.e. all children with places can be admitted to the Reception year in the September following their fourth birthday but before reaching compulsory school age. The children due to be admitted during the 2017/18 academic year are those born between 1 September 2012 and 31 August 2013.

The Academy will decide when to admit four year olds in accordance with the Medway guidelines as well as the admissions code as it stands, for intake during the 2017/2018 school year.

Parents may request that their child's taking up of a place be deferred until later in the school year but not beyond the point at which they reach compulsory school age, and are not beyond the beginning of the final term of the school year in which the offer was made.

Note: In respect of a child born late in an academic year after 1 April, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to year 1 in the next academic year. If a parent/carer wants their child to join Reception in the September term after their fifth birthday, that decision is strictly subject to the discretion of the academy.

Where the primary school is oversubscribed, the criterion for admission is applied.

Year 7 Admissions Arrangements

The age of admission is 11 years

The arrangements for coordinated admissions in Medway will be set out in detail in the Medway LA booklet for parents 'Admission to Secondary School'. The main points are summarised below:

- Parents complete the Medway common application form (CAF) in accordance with the Medway Co-ordinated Admission Scheme or by using the on line facility.
- The Local Authority will then act on behalf of schools for the administration of pupils' preferences.
- Offers and refusals of places will be communicated to parents by the Local Authority, on behalf of the academy.
- From National Offer Day, any available spaces will be allocated to those children who have provided sufficient evidence to the Admissions Committee.

There will be a right of appeal to an Independent Appeal Panel for all applicants refused admission. The Trust Board will establish and publish arrangements for appeals against non-admission; including appointing an independent statutory Appeals Panel.

Oversubscription Criteria

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.

Post 16-Provision Admission Arrangements

Specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment are published on our website.

In addition the Academy publicises academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. The criterion is the same for both internal and external applications and is also published on our website. Pupils failing to meet the grades for their preferred course option will be offered alternative courses if available. Pupils already on academy roll are entitled to transfer to Year 12 if they meet the published academic standards of entry.

Where the Academy is named on a pupil's Statement of Special Educational Needs or Statutory Education, Individual Health and Care Plan, and the pupil has fulfilled the entry criteria, the pupil will be admitted by the Academy.

Oversubscription Criteria

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.

Have you any comments to make about the proposed Admission Arrangement for
2017/18

YES/NO

If Yes, please write your comments below:

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.....

Signed:

On behalf of (school name) :

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Closing date for return: Noon, 29 January 2016

Please return to: Mrs K Blackwell, The Hundred of Hoo Academy, Main Road, Hoo,
Rochester, Kent, ME3 9HH