



# Hinckley

## ACADEMY

# Admissions Policy for entry in September 2023

**Date of last Review: January 2022**

**Reviewed by: Lisa Hickman, Head of School and Local Governing Body**

**Approved by Governors on:**

**Frequency of Review: Annually**

**Date of next review: January 2023**

Hinckley Academy and John Cleveland Sixth Form Centre is an Academy within The Futures Trust, a Multi Academy Trust (the Academy Trust) and the Academy Trust of the School is the admission authority. It participates in the local authority coordinated scheme for Year 7 admissions intake. All applicants should adhere to the deadlines within the scheme. The admission arrangements comply with the Fair Access Protocol as detailed in the Admissions Code.

## THE ADMISSION OF PUPILS TO HINCKLEY ACADEMY AND JOHN CLEVELAND SIXTH FORM CENTRE

### STUDENT ADMISSIONS: PRINCIPLES

- 1 Hinckley Academy and John Cleveland Sixth Form Centre aims to:
  - Serve its local community identified in this policy as its 'catchment area' whilst recognising that catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school;
  - Recognise the social and educational benefits of children attending their nearest local school;
  - Implement fair admissions arrangements which are equally applied to all requests being made by parents for admission, irrespective of ability, race or background;
  - Ensure the school's admissions arrangements comply with the Department of Education's ("DfE") School Admissions Code 2014.

### GENERAL

- 2 The school will take part in the Admissions Forum set up by the local authority and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the local authority and the local in-year fair access protocol.
- 3 The school shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the school. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the DfE. The determination of the appeal panel is binding on all parties.
- 4 Guidance for parents about how the appeals process will work will be provided by the local authority who will manage this process on behalf of the school.
- 5 Records of applications and admissions to the school shall be kept by the local authority on behalf of the Academy Trust for a period of three years and shall be open for inspection by the Secretary of State.

## PROCEDURE FOR ADMITTING PUPILS TO HINCKLEY ACADEMY AND JOHN CLEVELAND SIXTH FORM CENTRE

### Admissions Number

- 6 **For September 2023, Hinckley Academy and John Cleveland Sixth Form Centre's Published Admissions Number (PAN) for Year 7 is 230.**
- 7 In any specific year, the Academy Trust may set a higher admission number than the Hinckley Academy and John Cleveland Sixth Form Centre's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will undertake a full consultation. Pupils will not be admitted in any year group above the published admissions number for that year group unless a successful appeal is lodged, a pupil is allocated under Fair Access arrangements, or where the final place in a year group is offered to one of a pair of twins or other multiple births or in the cases of twins or multiples (see paragraph 18). Such circumstances shall be reported to the Secretary of State.

### Process of Application

- 8 Arrangements for applications for places at Hinckley Academy and John Cleveland Sixth Form Centre will be made in accordance with the local authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the local authority.
- 9 The Academy Trust will use the following timetable for applications to Hinckley Academy and John Cleveland Sixth Form Centre each year (exact dates within the months may vary from year to year) that, whenever possible, will fit in with the common timetable agreed in Leicestershire.
  - a) **By September** – The Academy Trust will publish on Hinckley Academy and John Cleveland Sixth Form Centre's website, information about the arrangements for admission, including oversubscription criteria, as soon as they have been determined. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy Trust will also provide information in relation to Hinckley Academy and John Cleveland Sixth Form Centre to Leicestershire County Council local authority for inclusion in the composite admissions prospectus, as required.
  - b) **September/October** – The Academy Trust will provide opportunities for parents to visit Hinckley Academy and John Cleveland Sixth Form Centre.
  - c) **By 31 October** – Deadline for the Common Application Form to be completed and returned to the child's home local authority. Local authority to administer.
  - d) **Late November** – local authority sends Hinckley Academy and John Cleveland Sixth Form Centre full details of the numbers of applications to the Academy Trust.

- e) **Early/Mid December** – If the number of applications exceeds the PAN, the Academy Trust will consider all applications, apply the oversubscription criteria (as appropriate) and provide the local authority with a list of those applicants ranked according to the school's oversubscription criteria.
- f) **February** – Leicestershire County Council (the local authority) applies agreed scheme for Leicestershire schools, informing other local authorities of offers to be made to their residents.
- g) **1<sup>st</sup> March** each year or next working day – offers made to parents.

### Consideration of Applications

- 10 The Academy Trust will consider all applications for places at Hinckley Academy and John Cleveland Sixth Form Centre. Where fewer than the published admission number for the relevant year groups are received, the Academy Trust will offer places at Hinckley Academy and John Cleveland Sixth Form Centre to all those who have applied.

### Special Educational Needs

- 11 All children with an Education Health and Care Plan (“the EHCP”) that name the school in the EHCP will be admitted

### Applications for children to be admitted into a class outside of their normal age group

- 12 If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the school's Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head of School.
- 13 If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DfE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-schooladmission>.

## PROCEDURES WHERE HINCKLEY ACADEMY IS OVERSUBSCRIBED

- 14 If there are more requests for a school place than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below (please reference to oversubscription definitions for further information):
- 15 1st Children who are looked after and those children who were previously looked after children. (See note i.)
- 16 2nd Pupils who live in the catchment area. (See note ii.)
- 17 3rd Pupils who will have a brother or sister attending the same school at the same time at the point that they are attending. (See notes iii.)
- 18 4th Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.) (See note vi.)
- 19 5th Pupils who are attending a feeder school at the point of application. (See note v.)
- 20 6th Pupils starting at an infant school with a sibling who will be attending the feeder junior school at the same point they are attending (see note iii.)
- 21 7th Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note vi.)

Where there are more applications than places or there is a tie, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn.

- 22 Notes:
  - i. 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 (became subject to child arrangements orders in 2014 or special guardianship orders).  
A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
  - ii. For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home

at which they normally reside. Where parents claim equal or dual residency they must prioritise one address over the other, or risk the application not being processed. For children of UK service personnel (UK Armed Forces) and crown servants a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK.

- iii. The term “brother or sister” includes half brother or sister, step brother or sister or legally adopted child being regarded as the brother or sister living at the same home address.

If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:

- Crown Servants
- Children subject to Child Protection Plans
- Hard to Place children – who fall under the Fair Access - Protocol Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional)
- A child for who transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year.)

Each case will be assessed on its individual merits.

- iv. For criterion 5 above, the child must be on roll at the feeder school at the point of application.
- v. The feeder primary schools to Hinckley Academy include Hinckley Parks Primary School, St Mary’s Church of England Primary School, Westfield Junior School in Hinckley and All Saints Church of England Primary School, Sapcote.
- vi. For criterion 6 above, measurement of distance of up to three decimal places will be in a straight line from the centre point of the property to the school’s main designated front gate, using a computerised mapping system (Routefinder). Where there is equal distance then lots will be drawn, supervised by an independent officer (see section 10.1).

## **TIE BREAKER**

- 23 If it is not possible to determine all the applications received that meet any of the categories described above, priority will be determined by the proximity of the child’s home to Hinckley Academy and John Cleveland Sixth Form Centre. This will be carried out using a straight-line measurement and a computerised mapping system,

from the centre of the child's residence to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance

- 24 from the school as described above, the Directors will select by drawing lots. This process will be supervised by a person independent of the school.

## **BROTHERS AND SISTERS**

- 25 The Trustees see the benefits of children from the same family attending the same school and give priority to brother and / or sister connections in its policy for allocating places under oversubscription criteria (b) and (e). The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where the school is over-subscribed no guarantee can be given that places will be available for brothers and sisters.
- 26 Where the final place in a year group is offered to one of a pair of twins or other multiple births, the admission number will be exceeded to accommodate the multiple birth siblings. This recognises the exceptional nature of emotional bonds between multiple birth siblings.

## **CATCHMENT AREA**

- 27 One of the aims of our school is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area (the school's catchment area is attached at **Annex A**). If you have any queries relating to the school's catchment area contact the school directly. Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

## **COMPULSORY SCHOOL AGE**

- 28 Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the school.

## **DISTANCE**

- 29 A straight-line measurement using a computerised mapping system, from the centre of the child's residence to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school as described above, the Directors will select by drawing lots.

## **HOME ADDRESS**

- 30 A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent



residence at the property concerned may be required. Where parents have shared responsibility for a child and the child lives for part of the week with each parent, the definition of a child's residence will be where they reside the majority of the time (3 nights or more) between Monday to Friday.

- 31 Where documentary evidence can substantiate to the satisfaction of the Governors that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.
- 32 **If a place is offered on the basis of an address that is subsequently found to be different from a child's main home address, then that place may be withdrawn.**

## LATE APPLICATIONS

- 33 The closing date for applications in the normal admissions round is **31<sup>st</sup> October**. After that date, the local authority will continue to receive applications but these will be considered to be late and may not be processed until after 1<sup>st</sup> March the following year.

## APPEALS

- 34 If your child has not been offered a place at Hinckley Academy and John Cleveland Sixth Form Centre you have the right of appeal against the decision. Accepting the place, you have been offered does not affect your right of appeal. Appeals are administered by the Local Authority and heard by an independent panel. If you want to appeal for a place you should contact Leicestershire County Council at:  
[www.leicestershire.gov.uk/search/site/appeal%20a%20school%20place](http://www.leicestershire.gov.uk/search/site/appeal%20a%20school%20place)
- 35 You will receive 10 school days' notice of the time and date of the appeal hearing. You will receive a statement nine school days before the appeal hearing saying why your child has not been offered a place and why the school is unable to admit another pupil. Any additional documents you wish to submit in support of your appeal must be received by the clerk at least three days before the appeal hearing. Failure to do this may result in your appeal hearing being adjourned.

## WAITING LISTS

- 36 As required by the current School Admissions Code, where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term (until 31<sup>st</sup> December). Parents and carers who wish for their child to continue to be considered for a place at Hinckley Academy and John Cleveland Sixth Form Centre after the end of the autumn term must register their interest via the local authority by completing a Secondary School Transfer Application Form. A new waiting list will be produced by the local authority at the start of the spring term which will then operate until the end of the academic year. Applications for inclusion on the waiting list will be ranked according to the school's oversubscription criteria as described above. When a place becomes available the school will contact the first person on the list for the relevant year group.



## **FAIR ACCESS PROTOCOL**

- 37 Leicestershire County Council's Fair Access Protocol covers the arrangements for all admission requests and the integration or reintegration to schools of pupils who are requesting a place at a school and are considered more difficult to place. All secondary schools in Leicestershire are included in this partnership. The agreement requires each school to accept a quota of students who are regarded as more difficult to place over their published admission number if necessary. This agreement acknowledges the significant additional challenge faced by Hinckley Academy and John Cleveland Sixth Form Centre in respect to admissions and provides a fair and equitable framework for the admission of more difficult to place pupils.

## **IN-YEAR ADMISSIONS**

- 38 The Parent(s)/Carer(s) of children seeking admission to Hinckley Academy and John Cleveland Sixth Form Centre should apply for a place by completing a standard admission form, available from the school or from the local authority. Once completed, the form should be returned to the local authority which coordinates all such applications, and the local authority will notify applicants of the school's admission decisions. If a place is not available in the relevant year group, Parent(s)/Carer(s) are entitled to appeal against this decision and if an appeal is lodged it will be heard within 30 school days of the appeal being lodged. The applicant's name will also be placed on the school's waiting list for admission into the relevant year group.

## **POST 16 ADMISSIONS CRITERIA**

- 39 Hinckley Academy and John Cleveland Sixth Form Centre also considers applications from external students aged 16 or 17 years old in September 2022 for admission into Year 12 in September 2023. Hinckley Academy and John Cleveland Sixth Form Centre does not accept new applications from students aged 18+.
- 40 The Academy Trust provides for a maximum number of 150 students in Year 12. In order to pursue their preferred courses both internal and external students will be expected to meet the minimum requirements for the course(s) for which they are applying
- 41 Both internal and external students wishing to enter the Sixth Form will be expected to have met minimum academic entry requirements for the Sixth Form (an external student is a student not on roll at Hinckley Academy and John Cleveland Sixth Form Centre in Year 11). If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum requirements. These minimum requirements for each course offered will be published annually on the Post 16 section of Hinckley Academy and John Cleveland Sixth Form Centre's website/prospectus. Minimum class sizes will be set and if insufficient applications are received the school reserves the right to withdraw the course, an alternative course will be offered in these circumstances.

- 42 The application process begins after the Open Evening in early November. Applicants usually complete an application form on the JC6 website. In schools that use PS16 applicants can apply through PS16. We invite all applicants to meet with a member of the Post 16 team to discuss their application and as an opportunity to meet JC6 staff and to ask questions - application meetings are scheduled from January onwards. A meeting with the school to discuss options and academic entry requirements will not play any part in determining whether an offer of a place will be made.
- 43 If the number of successful applications (ie those students who have met entry requirements) exceeds the published PAN then oversubscription criteria will apply.

### **POST 16 OVER-SUBSCRIPTION CRITERIA**

- 44 If, after allocating places to eligible internal candidates, there are more requests for a school place than there are places available within the school's admission number, places will be allocated to those pupils who meet the academic entry criteria in accordance with the following criteria and in the order shown below (please refer to oversubscription definitions for further information). This process will be supervised by a person independent of the school.
- a) Students who, at the time of admission, are in care of a local authority or are provided with accommodation by the authority (looked after children). Also, children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order. A looked-after child is defined in Section 22 of the Children Act 1989.
  - b) Students who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will be of compulsory school age and will continue to attend Hinckley Academy and John Cleveland Sixth Form Centre the following year.
  - c) Other students who live in the catchment area served by the school.
  - d) Students living outside the catchment area with a brother or sister who currently attends Hinckley Academy and John Cleveland Sixth Form Centre, provided that the brother or sister will be of compulsory school age and will continue to attend the following year.
  - e) Students by reference by distance to the school. Please see the Distance definition at paragraph 21 of these admission arrangements.
- 45 If it is not possible to determine all the applications received that meet any of the categories described above, priority will be determined by the proximity of the child's home to Hinckley Academy and John Cleveland Sixth Form Centre. This will be carried out using a straight-line measurement and a computerised mapping system, from the centre of the child's residence to the centre of the school site. The address used must be the child's permanent home address.

The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school as described above, the Directors will select by drawing lots. This process will be supervised by a person independent of the school, and a fresh round of random allocation will be used each time a child is to be offered a place from a waiting list.

## **POST 16 APPEALS**

- 46 Appeals against the decision of the school to refuse a place must be made in writing to the Chair of the Local Governing Body (address below) within 20 school days of notice of the refusal.

Chair of the Local Governing Body  
Hinckley Academy and John Cleveland Sixth Form Centre  
Butt Lane  
Hinckley  
Leicestershire  
LE10 1LE

Contact details for Clerk to Local Governing Body:

Clerk to the Local Governing Body  
Hinckley Academy and John Cleveland Sixth Form Centre  
Butt Lane  
Hinckley  
Leicestershire  
LE10 1LE  
[mike.keen@thefuturestrust.org.uk](mailto:mike.keen@thefuturestrust.org.uk)

- 47 Appeals will be heard by an independent appeal panel.

**Annex A: Hinckley Academy and John Cleveland Sixth Form Centre Catchment Area**

