

ADMISSION ARRANGEMENTS FOR OUTWOOD ACADEMY HAYDOCK: ACADEMIC YEAR 2024-25

Policy

Children normally transfer from primary to secondary school in the September following their eleventh birthday.

Applications for Outwood Academy Haydock places during the normal admissions round are processed in accordance with St Helens co-ordinated admissions scheme for maintained secondary schools and academies.

Admission of children outside their normal age group

As a general principle, the Trust believes that children should be educated within their chronological peer group. The National Curriculum enables schools to modify both the curriculum offered and the assessment procedures in order to meet individual needs. Inclusion, therefore, should be promoted through curriculum differentiation within the classroom, rather than by moving the child into another year group.

The School Admissions Code makes it clear that it is school admission authorities who are responsible for making the decision on which year group a child should be admitted to but they should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. Therefore, the Trust has adopted a separate protocol, drafted by the Local Authority, for the admission of children outside their normal age group. A copy of this protocol that explains how applications will be processed is available on the Council's website, at:

<https://www.sthelens.gov.uk/schools-education/school-admissions/secondary-schools/>

Admission Numbers:

Academies	
Outwood Academy Haydock	180

Secondary Schools and their Associated Primary Schools:

Secondary Schools	Associated Primary Schools
Outwood Academy Haydock	Allanson Street Primary, Ashurst Primary, Broad Oak Community Primary, Grange Valley Primary, Legh Vale Primary, St James' CE Primary

Oversubscription Criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of pupils with EHC Plans, where the school is named on the Plan, the criteria will be applied in the following order:

- (1) looked after children and 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.)¹
- (2) children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted;²
- (3) children from the associated primary schools;
- (4) children who have a brother or sister at the school at the time of likely admission. The brother or sister must be on the school roll in Years 7 – 11. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case, who is living at the same address and is part of the same family unit;
- (5) other children.

¹ A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

² A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Tie Break

In the event of any over-subscription in the number of applications made under any of the categories above the Local Authority will offer places first to children whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates (integer values) for the family home and the school.

Where the tie break does not distinguish between applicants e.g. children living in the same block of flats random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Special Conditions for Twins (etc.)

Where the final place in a year group is offered to one of twins (or triplets etc) the Local Authority will not apply the tie break as it will admit the other twin etc too, even if that means going above the admission number.

Definition of Home Address

This is the address where the child and parent, or person with parental responsibility, normally live. The address which receives child benefit will normally be used if the

child's time is split between two homes, but the Authority reserves the right to request other proofs as fit the individual circumstances. It may be necessary for the Authority to carry out checks to confirm that addresses given are genuine. Parents may, therefore, be asked to produce documentary evidence of their child's home address e.g. Council tax or utility bills.

If parents are planning a permanent house move after applying but before places are allocated they will be required to provide documentary evidence of this e.g. a copy of an exchange of contract or a tenancy agreement.

False Information

Where the Local Authority discovers that a child has been awarded a place as a result of any false information e.g. home address it will withdraw the offer.

Late Applications

Applications submitted after the closing date will only be considered alongside those who applied on time when they are received before the allocation procedures begin. However, as this date cannot be predicted, parents have no guarantee that any application received after the closing date will be included.

Waiting List

During the normal admissions round, if a place is refused because the school is oversubscribed the applicant will automatically be placed on the waiting list. The waiting list will be kept in priority order according to the oversubscription criteria and not on the date on which applications were received. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

The waiting list will close at the end of the autumn 2023 term, parents who wish their child to remain on the Year 7 waiting list after this date will be advised in their decision letter that they must re-apply on an in year application form.

Appeal Procedure

Where parents are unsuccessful in applying for a place at a school, the decision letter will give reasons why the application was refused and notification of the right of appeal, including details of how, and to whom, to make an appeal and where to obtain further information.

Fair Access Protocol

All local authorities must have a Fair Access Protocol to ensure that schools in their area admit a fair share of children with challenging behaviour. As a result, secondary schools in St Helens may be required to admit up to +2 managed transfers per year group, even if the year group concerned is full.

All schools must participate in their local authority's protocol. For that reason, admission appeal panels will not view the fact that a school is obliged to admit over its admission number as an indication that it can do so for all in year

transfers without causing prejudice to the efficient provision of education or efficient use of resources.

In-Year Transfers

Applications for children transferring school, other than at the normal point of entry, are processed in accordance with the agreed In Year Transfer Scheme.