Admission Policy for the September 2027 Intake

Introduction

Heartlands High School (**School**) is a secondary academy for children aged 11 to 16 years located in the London Borough of Haringey. It is part of Search Education Trust (**Trust**), a multi academy trust that is the 'admission authority' for the School and responsible for determining its admission arrangements each year in accordance with the School Admissions Code 2021 (**Code**). The Trust delegates this task to the Governing Body of the School.

Parents

In this policy and in education law, a 'parent' is defined as a natural or adoptive parent of a pupil (irrespective of whether they have parental responsibility for or contact with the pupil, or with whom the pupil lives) as well as non-parents with care of and/or parental responsibility for the pupil.

Children with an Education, Health and Care Plan (EHC Plan)

Children with an EHC plan are admitted to school under separate statutory procedures, rather than under this policy. The child's home Local Authority manages their EHC plan and parents should therefore speak to their local SEN team if they would like their child to attend the School, so that the appropriate statutory process is followed. Parents should not apply for a place under this policy.

Where the EHC plan for a child names the School, the child will be admitted. Where this happens in the normal admission round (i.e. admission to Year 7 in September), the child will be allocated their place before other applications are processed, reducing the number of places available in the published admission number. In all other cases, the child will be admitted irrespective of pupil numbers.

Published Admission Number (PAN)

The PAN for Year 7 is **210** pupils.

Oversubscription Criteria

Where more applications are received than there are places available, the places will be allocated in the following order of priority:

1. **Looked After and Previously Looked After Children**

   A ‘looked after child’ is one 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, in England. A ‘previously looked after child’ is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's current or former social worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When assessing the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head at the Local Authority has already verified the child's status and the Academy is able to confirm this with them, there will be no need further evidence to be provided to the Academy.

2. **Children with an Exceptional Social and/or Medical Need**

Children with an exceptional medical and/or social need that can only be met at this School, which no other local school can meet, will be allocated places under this category.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The written statement must confirm what the exceptional medical and/or social need, and clearly set how and why this School is the only local school that can meet the defined exceptional social and/or medical need of the child, and why no other local school would be suitable.

Applicants who are deemed by the Local Governors Admission Committee not to meet the criteria for consideration under this category will be placed into the next category that applies to them.

3. **Children with a Sibling at the School**

Children with a sibling at the School at the time of application who will still be in attendance at the School at the time of the applicant's admission will be allocated places under this category.

In this policy, a 'sibling' is defined as a full brother or sister (sharing both parents), half brother or sister (sharing one parent), step brother or sister (one's parent married to the other's parent), foster brother or sister, adopted brother or sister, or the child of the parent's cohabiting partner, and in all cases the sibling must live at the same home address (as defined by this policy) as the applicant child.

If the place achieved for the sibling was found to be achieved by fraudulent means but was not withdrawn, they will not meet the definition of a 'sibling' under this category and their younger siblings will not therefore have sibling priority.

5. **All other children**

All children not falling into the categories above will be allocated places under this category.

Tie Breaker

In any of the categories above, where there are more applicants in that category than places remaining, the order in which those places will be allocated will be determined by reference to the distance the child lives from the School, with those living closer having higher priority.

Distance will be measured in a straight line from the Ordnance Survey address point of the child's home address (as defined in this policy) to the Ordnance Survey address point for the School, using London Borough of Haringey's computerised mapping system.

Where the distance is equal for two or more applicants (including where they live in the same multi dwelling building, such as an apartment block), the order in which places will be allocated will be determined by random allocation under the computerised mapping system which will be supervised by a person independent of the School.

Child's Home Address

The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. If there is any uncertainly as to the child's home address, the School will seek documentary evidence to resolve this.

Applications will be accepted for any child no matter where they live. However, the address used will be the child's current home address meeting the definition above, unless the application is supported by documentary evidence confirming the child's new address and the moving date (before September) and that it will meet the definition set out above (for example, a tenancy agreement signed by both parties, confirmation of exchange of contracts with a completion date, or title documentation from HM Land Registry).

Applications for the children of UK Armed Forces personnel with a confirmed posting or Crown servants returning from overseas should be accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in measuring distance. The child's actual intended address can be used if evidence of it is provided. Alternatively, where requested by parents, the unit or quartering address can be used.

Application process

Normal admission round (admission to Year 7 in September)

Applications in the **normal admission round** (i.e. applications for admission to Year 7 in September) are coordinated by Local Authorities. This includes applications received after the closing date but in time to enable an offer or refusal of a place to be made on National Offer Day.

Applications in the normal admission round must be made directly to the applicant's **home** Local Authority by completing a Common Application Form (CAF), which is available on their website: www.eadmissions.org.uk, and submitting it by the application deadline. Parents wanting to apply for a place at the School must give the School as one of their preferences in the CAF. Parents should consider the oversubscription criteria above to determine whether any supporting documentation must be sent with the application.

The application deadline is **31 October 2026**.

National Offer Day is.

A **late application** is one which was **not** received in time to enable an offer or refusal of a place to be made on National Offer Day, but was received before the first day of term in the year of admission. Late applications will be processed after the first round of allocations have been made, which will inevitably reduce the chance of the child achieving an offer of a place.

In-year applications (mid-year/other years)

An **in-year application** is one for admission to Year 7 submitted on or after the first day of term in the year of admission, or is seeking admission to any other year group at any time.

The PAN set for Year 7 applies throughout the year of admission but ceases to apply after that. This means that in-year applications made for Year 7 may be refused on the basis that **there are no places available within the PAN**. If this is the case, this will be stated in the refusal letter.

For in-year applications to other year groups, the applicant will be offered a place unless admitting an additional child would **prejudice the efficient provision of education and/or the efficient use of resources** at the School. If this is the case, the reason why the School would be prejudiced will be stated in the refusal letter.

Where multiple in-year applicants for the same year group are received and processed at the same time, and it has been determined that some but not all can be admitted without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine which children are offered the places.

The School has chosen to participate in London Borough of Haringey's coordinated scheme for in-year admissions. **In-year applications must therefore be made to London Borough of Haringey, not the School or the child's home Local Authority (if different)**, by following the process set out on their **in-year admissions page** (this is a hyperlink that you can click on).

Again, parents should consider the oversubscription criteria above to determine whether any supporting documentation must be sent with the application.

Ideally, parents will be notified of the outcome of their in-year applications within **10 school days** of receipt, but they will in any event be notified within **15 school days**.

Waiting lists

On behalf of the School, London Borough of Haringey operates a waiting list for all years for the first term following admission for the entire academic year.

Children are ranked on the waiting list by reference to the oversubscription criteria set out in this policy, not by the date their name was added, which means names can go up as well as down as more children with higher priority are added.

Being included on the waiting list does not affect parents' statutory right of appeal against the refusal of a place.

Children allocated a place at the School under the Fair Access Protocol will take priority over those on the waiting list.

Refusal of a place and the statutory right of appeal

Where an application is refused, parents will be notified in writing and the letter will clearly set out the reasons for the refusal (i.e. that there are no places available within the PAN in Year 7, or why the admission of an additional child would prejudice the efficient education of others and/or the efficient use of resources in other year groups).

All parents have a statutory right of appeal against a refusal of a place, which will be heard before an independent Admission Appeal Panel. Full details of the statutory right of appeal, including the deadline by which the request for an appeal and grounds must be lodged, will be included in the refusal letter. The way in which appeals are determined is set out in the School Admission Appeals Code 2021.

An appeals timetable for appeals in the normal admission round will be published by the School alongside this policy on or before 28 February before National Offer Day.

Admission of children outside their normal age group

Parents have a right to ask for their child to be admitted to the School outside their normal age group (i.e. to a higher or lower year group). The Local Governor Admission Committee has a discretion as to whether or not to agree the request **in principle**, which would then allow an application to be accepted and processed along with all others received for that year group. Agreeing a request **in principle** does not mean that an offer of a place has been made.

Parents must complete a Request for Admission Outside Normal Age Group Form, which is available to download from the School's website or in hard copy format from the School's main office, and send it to London Borough of Haringey's Admission Team at Email: schooladmissions@haringey.gov.uk Address: 5th Floor, 48 Station Road, Wood Green, London, N22 7TY

London Borough of Haringey will log the request and send it through to the School, for consideration by the Local Governor Admission Committee.

Parents are encouraged to make these requests as soon as possible, and in any event well in advance of any application deadlines. This is to enable a decision to be made and communicated, which will inform parents' subsequent decisions when they submit their application for admission with regard to school preferences.

The request will be decided in accordance with the statutory guidance set out in the School Admissions Code 2021 in the **best interests of the child concerned**, and on the **basis of the circumstances in each case**. The committee will have regard to the parents' views, information about the applicant's academic, social, and emotional development, their medical history and the views of a medical professional (where relevant), whether they have previously been educated out of their normal age group, whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and the views of the Headteacher of the School. Parents should bear this in mind when setting out their reasons for making the request.

The decision **in principle** will be notified to the parents **in writing** as soon as possible after the request is made, having regard to any impending application deadlines. Where the request is agreed **in principle**, the letter should accompany the subsequent application for admission for the chosen year group. Where it is refused, the letter will clearly set out the reasons for this in full, so that it can be understood by parents.

Parents do not have a statutory right of appeal against a refusal of a request, but they are able to complain under the School's published Complaints Policy, if they wish.