**Admission Authority**

Astrea Academy Trust is the admission authority for the school.

**Admission Numbers**

The Academy has an admission number of 45 for entry in Reception

The Net Capacity of the Academy is 315

The Academy has an additional 52 Nursery places

The school will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are receive, the Academy Trust will offer places at the school to all those who have applied.

The numbers above are often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary and the Trust is entitled to limit the indicative admission number to a number below 45 where there are clear grounds to do so.

**Application Process and Timeline**

Normal Round (for entry into Reception in September)

* Applications for places at Highgate Primary Academy will be made in accordance with the ‘Coordinated Admission Arrangement’ which forms part of the Local Authority’s (LA) published admission arrangements. Applications will be made on the common application form (CAF) provided and administered by the LA.
* Applications made during the main round for a place at the school are administered thorugh Barnsley Metropolitan Borough Council. Parents resident in the Barnsley area can apply online at: <https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/school-admission-and-transfers/primary-school-places/>
* Parents in other local authority areas must apply through their local home authority.
* The Local authority’s timetable will be used for all normal round applications each year.
* The deadline for an application for a place in Reception is 15th January in the year that your child will start school.
* Offers will be made by the Local Authority, on behalf of the school, on 16th April or the next working day.

**In-Year Admissions**

* Applications for a place outside the main round are known as ‘in-year’ applications.
* Parents living within the Barnsley district wishing their child to transfer school at any point in the school year and in any year group will need to complete a common ‘in-year’ application form obtainable from Barnsley Council or from the school. The form allows for parents to apply for up to three schools and, after liaison with the preferred school(s), the decision letter will be sent by the Admissions Team within Children’s Services.
* In accordance with the 1996 Education Act, the allocation of school places for children with a Statement of Special Educational Needs of Education Health and Care Plan will take place first. We will then allocate the remaining places in accordance with this policy.
* The Academy will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be informed of the independent appeal system.
* Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the Local Authority, the LA will administer these applications and parents should use the link above.

**Oversubscription criteria**

Where the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children (LAC) and previously Looked After Children
2. Siblings – children with brothers and/or sisters (including step or half-brother/sister) attending the school on the proposed date of admission.
3. Children of school staff filling skills shortage posts
4. Distance – children living nearest the school; the distance to be measured by a straight line between the centre point of the child’s ordinary place of residence and the main entrance to the school building.

Notes:

1. For the sibling criterion to be applicable, one of the following conditions must exist:
2. Brother and/or sister to be permanently resident at the same address;
3. Stepbrother and/or stepsister to be permanently resident at the same address (to include half brothers/sisters)
4. The terms ‘sisters’ and ‘brothers’ refer to children who live with the same family at the same address. Children living with the same family e.g. foster children and stepsisters and brothers are also included.
5. Should the admission number be reached mid-category, places will be offered based on the straight line distance from the centre point of the child’s ordinary place of residence to the main entrance of the school.
6. The child’s ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.
7. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to the that property at which the child resides for the greater part of the week including weekends.
8. Proximity to school is used as a final determinant, those living closest being given priority. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.
9. Twins of triplets – where a family of twins or triplets request admission and there is only one place available, it will be for the family to decide whether or not to take up the place for one of their children and appeal for the second or third child in the same year group, or to decline the place.
10. Children of school-based staff (not wider Trust staff) recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.
11. Pupils will not be admitted above the published admission number for the school unless:
12. Exceptional circumstances apply as defined in the Schools Admissions Code, or
13. where additional school places need to be provided, or
14. the pupil is admitted as part of the fair access protocol, agreed with all schools in the area.

**Tiebreaker for Equi-distant applications**

Where the offer of the last place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, we will exceed our admission number in order to offer sufficient places for the family.

Where the offer of the last place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation.

The Random Allocation will:

1. be independently supervised
2. take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses

**Pupils with a Statement of Special Educational Needs**

The admission of pupils with a Statement of special educational needs is dealt with by a separate procedure. Such children will be admitted to the school named on the statement without reference to the oversubscription criteria above.

**Service children and Crown servants**

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. The Trust will not refuse a service child a place because the family does not currently live in the area.

**Late Applications**

All applications received after the deadline will be treated in accordance with the Local Authority’s policy on late applications.

**Deferred entry for infants**

Parents offered a place in Reception for their child have the right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st August, 31st December and 31st March.

**Admission of children outside their normal age group**

Applications for children to be admitted to a school year outside their chronological age groups should be submitted to the home Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

Applicants should provide documentation on support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing.

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

**Waiting Lists**

The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that they Local Authority will no longer have responsibility for in-year admissions.

Children’s position on the waiting list, and any offers made as places become available, will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a ‘queue’ and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

**Appeals**

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education. The decision of the panel is binding on all parties. Further information and contact details will be included in any refusal letter.

Owner of Policy: D Riat

Date: September 2023-24

Review date: September 2024-25