



Sir Christopher Hatton Academy

# In-Year Admissions Policy

## In Year Admissions

Hatton Academies Trust (the Trust) welcomes applications throughout the school year, subject to places being available. Applications to join Sir Christopher Hatton Academy (the academy), will need to be made through the North Northamptonshire Council Admissions process.

For year 7, we will offer places up to the Published Admission Number. For other year groups, we will accept applications so long as they will not cause prejudice to the efficient education of others and/or efficient use of resources. This policy does not apply to in-year admissions for the sixth form, for which the sixth form admission arrangements apply.

For In Year admissions of current Year 7 up to the 31<sup>st</sup> of December, the admissions criteria that was applied for admission into Year 7 that year will be applied.

For all other year groups and for Year 7 in year admissions from the 1st of January the following criteria will be applied.

Places will be allocated to pupils who have an EHC Plan naming the academy as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children (see Note A)
2. Children of employees (see Note B)
3. Children with an older sibling already in attendance and expected to continue at the academy at the time of admission of the younger child (see Note C)
4. The remaining places will be allocated using a random number generator. Please note that the length of time that an applicant has been on our waiting list will not be taken into account (see Note D)

### Notes

#### **A. Looked after Children and Previously Looked After Children**

A looked after child is one who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see section 22(1) Children Act 1989) at the time of making an application to the school.

A previously looked after child is a child who was looked after but ceased to be so because the child was adopted (under the Adoption Act 1976 or Adoption and Children Act 2002) or become the subject of a child arrangements order (section 8 Children Act 1989) or a special guardianship order (section 14A Children Act 1989).

PLAC includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 local authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Evidence from the relevant social services department may be requested to determine eligibility under this criterion.

#### **B. Children of employees**

Priority will be given to children of staff at the academy. This will be where either:

- a. The member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made; or
- b. The member of staff is recruited to fill a vacant post at the academy for which there is a demonstrable skill shortage.

To qualify under this criterion, the staff member must be a 'direct employee'. A staff member is classified as a 'direct employee' of the academy in which they are primarily registered to work, as specified in their employment contract, with the Trust. Staff contracted in to provide services to the school do not count as 'direct employees'.

For the purposes of this criterion, 'children of employees' are taken to include a son, daughter or step-son/daughter, or a child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the academy. Parents/carers will be required to submit evidence that they are eligible for this criterion. This will also include evidence to support living arrangements.

### **C. Sibling Link**

A sibling link will arise where one of the conditions in each of A and B are satisfied.

#### Condition A

- A brother or sister living at the same address, who shares the same parents
- A half-brother or half-sister living at the same address, where two children share one common parent
- A step brother or step sister living at the same address, where two children are related by a parent's marriage
- Adopted or fostered children living in the same household

#### Condition B

For the sibling link to apply, one of the siblings must be a registered pupil at the academy at the time of application and is expected to remain on roll at the point of admission.

### **D. Random Allocation**

In accordance with the School Admission Code (September 2021), random allocation is not used before all looked after children and previously looked after children have been prioritised. The academy administers the random allocation process, through the use of an online randomiser. Applicant's names are placed in the randomiser which places them into a random order. This denotes the order in which these applicants will be allocated. A person independent of the academy will supervise this process.

### **Appeals**

In the event of a place not being allocated, there is a right to 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 School Admissions Code and the School Admission Appeals Code published by the Department for Education (DfE). The determination of the Appeal Panel will be binding on all parties.

Parents or Carers may appeal by completing a Notice of Appeal form. The Notice of Appeal and guidance notes are available on our [website](#).

### **Waiting List for In Year Applicants**

The waiting list will be administered by the LA on behalf of the academy. Places which become available are filled from the academy's waiting list in accordance with the oversubscription criteria. The waiting list will be re-ranked each time a candidate is added to the waiting list. That will include a fresh round of random allocation for any applicants under criteria 7.

Parents/carers will be asked to reconfirm they wish their child to remain on the waiting list within one week of the start of each new academic term. Failure to do so may result in removal from the waiting list.

In addition, the academy is committed to working in partnership with the Local Authority to ensure that children who are hard to place are admitted through the Fair Access Protocol, as required by the School Admissions Code (Section 2.15). Admissions made under the Fair Access Protocol will take precedence over any waiting list, and the academy will act in full accordance with the statutory requirements.