



**Date of review: November 2022**

**Date of next review: November 2023**

**Responsible person: Assistant Vice Principal (Pastoral)**

## **Admissions Policy – 2024/2025 intake**

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## **1. Introduction**

The Boulevard Academy is a Free School that has been serving the community since 2013. The Academy operates a city-wide admissions policy, meaning parents can apply to send their child here regardless of where they live in Hull.

## **2. Legal framework**

The Board of Trustees is responsible for the admissions arrangements.

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- [Updated] DfE (2022) 'School Admission Appeals Code'
- [Independent schools only] The Education (Independent School Standards) Regulations 2014

This policy operates in conjunction with the following school policies:

- Pupil Equality & Diversity and Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy

## **3. Objectives**

The Boulevard Academy will abide by the admissions code, the school admission appeals code and the admissions law and arrangements for over subscription. The Admissions code requires that admissions arrangements are determined each year and any change to the arrangements will be consulted on. If no changes made there will be a consultation on these arrangements every seven years. We will consult with the Local Authority on our admission arrangements and with all others who will have an interest in these arrangements as listed in the Admissions Code.

## **4. Admissions arrangements**

The Boulevard Academy has a Published Admission Number (PAN) of **180** for entry into Year 7. The Academy will accordingly admit 180 pupils to Year 7 if sufficient applications are received. All applicants will be admitted if 180 or fewer apply. The academy can increase the PAN without the need to consult on its arrangements and can admit pupils over the PAN. The Local Authority will be notified of any such changes.

## **5. Priority admissions**

The following priority admissions will be applied before any other criteria are applied:

*Section 324 of the Education Act 1996 requires the governing body of a maintained school to admit a child with a **statement of special educational needs** that names that school; it also requires the school to admit a child with an **Education, Health & Care Plan (EHCP)** that names the school.*

## **6. Making an application for a place in year 7**

Applications must be made to the Local Authority using the Common Application Form which can be found on the Local Authority website.

The deadline for applications is 31 October the year before your child is due to start at secondary school.

## **7. Oversubscription criteria**

In the case of an oversubscription where the number of applications after the allocation of priority admissions, is greater than the number published above, the criteria below will be used in the following order, with any remaining places being allocated to the next criteria

All siblings of multiple births will be treated as a single application.

1. Children who are, or were previously, in the care of a Local Authority as per section 22 of the Children Act 1989. Children that are currently or have ever been in care outside of the United Kingdom will be treated equally to those children in the United Kingdom.
2. Having a brother or sister that lives in the same house who will be attending the Academy at the expected time of admission.
3. Children of staff at the Academy where the member of staff has been:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Being a resident within the following postcode areas: HU1, HU2, HU3, HU4, HU5, HU6, HU7, HU8 & HU9.

Tie breaker - where two or more applicants have equal priority for the last available place then random allocation will be used as the final tie breaker to decide who has higher priority for admission. This process will be independently verified.

## 8. Definitions

- 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.

- A **previously looked after child is a child** who was looked after, but ceased to be so because they were adopted or became subject to a residence order (now known as Child Arrangement order), or a special guardianship order. The admission authority may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

- An **adoption order** is an order under Section 46 of the Adoption and Children Act 2002.

A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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 (see Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

In the context of criterion 3, **children of staff** refers to children with a parent employed by the Academy, and includes teachers, non-teaching staff, full time and part time employees.

- **Resident** refers to the normal family address where the child resides. The qualification date

is the closing date for applications under the Local Authority coordinated admissions scheme (where families change normal address after the closing date but before the allocation process has finished this may be considered under the review procedure).

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

- **Distance (if using)** The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements

- A **sibling** is defined as a child who has a brother, sister, adopted brother or sister, step

brother or sister, or foster brother or sister living in the same family unit in the same family household and address who attends the Academy in any year group excluding Year 11. Biological siblings who attend the Academy in any year group excluding Year 11 will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

- **Brothers and sisters** include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers and half-sisters living at the same address, step-brothers and step-sisters living at the same address, and children living as part of the same family unit with their parents/carers at the same address.
- The **measurement of distance** is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. The front entrance of home property (residence) to the main entrance of school site is used. The Authority will use Google Maps to make measurements.

## **9. Waiting list**

If the Academy receives more applications than there are places available, a waiting list will operate until at least 31st December of the school year of admission. Following an unsuccessful application it will be open to any parent to ask for his or her child's name to be placed on the waiting list. Places from the waiting list will be offered in the order set out in the oversubscription criteria and not in the order that the applications were received. After each added child, the list will be ranked again in line with the published oversubscription criteria.

## **10. Shared parenting**

Where a child lives between addresses then the address where he or she resides will be determined as the address at which the child is registered with their GP. Parents may be asked for evidence of this.

## **11. Late applications**

Apart from for applications for Looked After Children (who must always be given top priority), applications from statemented children naming the Academy on their statement and applications from those with an educational healthcare plan that named the Academy, any applications received after the closing date will be considered only after those received by the closing date. You are therefore encouraged to ensure that your application is received on time.

## **12. Fraudulent information**

If the allocation of a place has been made based on fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place. In certain circumstances places may be withdrawn after a child has started at the Academy.

### **13. In year applications**

Requests for an in-year transfer from another school inside or outside of the city boundary will need to be placed with the Local Authority in all instances. If an application is refused then a reason will be provided (such as being oversubscribed in that year group) and an appeal will be offered and a place on the waiting list granted, if requested.

The academy will provide the LA with details of the number of places available, or any supporting evidence, no later than two school days following the request of such information from the LA.

### **14. Out of year applications**

Any applications to the Academy for a child outside of the year group would be considered by the Principal of the Academy on a case by case basis. This would be based on evidence supporting the application by the parent and the previous schools head teacher. Applications need to be made for places in advance of normal chronological year group on in year forms in conjunction with the local authority.

Summer born or delayed entry applications should be made at the correct chronological year group and parents should discuss and provide evidence to the school for the trust and principal to consider. If accepted the application can be withdrawn and a new application made the following year but will not guarantee a place that an application can be accepted.

All decisions to accept or decline are done at the discretion of the Academy Principal and are not subject to appeal. Complaints regarding the process can be undertaken via the standard Academy complaints procedure.

### **15. Admissions appeals**

The procedures outlined within this section will apply to all appeals lodged on or after 1 October 2022. Appeals lodged on or before 30 September 2022 will be heard in accordance with the 'School Admissions Appeals Code' 2012.

Parents wishing to appeal against the refusal to admit a child to the Academy may do so by writing to the Chairman of the Board of Trustees, preferably within 14 school days of receipt by parents of a letter from the Academy informing them that a place is not available. An independent appeals panel will be convened to consider the appeal.

Further Information: If you require further information about the admissions process please contact Mrs Janice Mitchell, Principal at The Boulevard Academy.

## **16. Additional Information**

We will work in coordination with the local authority regarding the admissions process to ensure we have an appeal process which will be fair. People not associated with the Academy will be on the appeals panel to make it a fair and balanced process.

All Academy admissions start with contact to the Local Authority and cannot be accelerated through direct contact with the Academy. To start the process the following website can be visited to request an application form:

<http://www.hull.gov.uk/education-and-schools/schools/secondary-school-applications>

Alternatively, 01482 300300 can be telephoned for an application to be posted to anybody requiring an application form.

The Boulevard Academy is committed to supporting the Local Authority Fair Access Process and supports the allocation of students via the Fair Access process.

## **17. Schedule for admissions process**

For 2018 and subsequent years, The Boulevard Academy intend to participate in Hull LAs co-ordinated admission Scheme, with offers being sent out by the LA.

## **18. Monitoring and review**

This policy will be reviewed by the board of trustees on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

## **19. GENERAL OBLIGATIONS**

The Boulevard Academy will act in accordance with, and will ensure that an Independent Appeals Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools.

For this purpose, reference in the Codes or legislation to “admission authorities” shall be deemed to be references to the board of trustees of The Boulevard Academy.

The Boulevard Academy shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of The Boulevard Academy. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.