



## SCHOOL ADMISSION ARRANGEMENTS – for the academic year 2024/25

The criteria which are to be used to allocate places when Hodgson Academy is oversubscribed are described below.

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2024. The Admission number is confirmed at 230. Parents are given the opportunity to express three preferences for a secondary school. Published criteria are used to decide which children should be offered the available places. In secondary schools an equal preference system operates, whereby the three parental preferences are given equal status. Each preference will be considered equally against the admissions criteria.

Parents are encouraged to apply using the online application system for admissions which can be found at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

**The closing date for applications is 31<sup>st</sup> October, 2023 with offer letters being sent out on 1st March, 2024.**

When Hodgson Academy is oversubscribed, the following priorities apply in order:

1. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note (x) below), then
2. Children for whom the Governors accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned, (see note (i) below), then
3. Children with older brothers or sisters attending the school when the younger child will start, (see note (iii) below), then
4. Children whose Parents are employed by the school, where the member of staff has been employed at the school for two years or more at the time when the application for admission is made or where he / she has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children living within the school's geographical priority area (GPA), then
6. Children living outside the school's geographical priority area (GPA).

GEOGRAPHICAL PRIORITY AREA (GPA) - Parishes of Thornton Cleveleys (part\*) Poulton-le-Fylde, Staining, Singleton, Eccleston with Larbeck, Great Eccleston, Elswick and Hambleton (shared with Millfield and Fleetwood).

\*The cut-off point being Amounderness Way from the Singleton Parish boundary to the border with Blackpool.

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions. Subject to any provisions in the LA’s coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child, subject to any exceptional provisions in Regulations or the School Admission Code. If more applications are received than there are places available, the over-subscription criteria shall apply. Parents whose application is turned down shall be entitled to appeal under the terms of the Right of Appeal criteria.

There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

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

The Academy shall provide guidance to parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries they may have about the process.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school’s [appeal form](#) on Lancashire County Council’s website.

### Notes

- (i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a Statement or Education and Health Care Plan (EHCP) who have special needs. *Relevant supporting evidence including medical reports will be required as is determined necessary by the governors to enable fair consideration to take place.*
- (ii) As required by law, all children with a Statement of Special Educational Needs/EHC naming a school will be admitted before the application of the over-subscription criteria. Children who have a statement for special needs/EHC Plan have their applications considered separately.
- (iii) Brothers and sisters includes step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses). The priority does not apply to siblings whose brothers and sisters transferred into a sixth form at 16+.
- (iv) The distance criterion will be used as the tie breaker if there is oversubscription within any of the admission criteria; it is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria (eg. siblings, those living the same distance from home to school, or families residing in the same block of flats) places will be offered via a random draw. The distance measure is a straight line measurement (radial) between the applicant’s home address points and the address point of the school (co-ordinates provided by ordnance survey data).

- (v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admission process, (including after a child has accessed a school place).
- (vi) Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus, it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. 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. This is not dependent on whether an appeal has been submitted. This waiting list will operate until 31<sup>st</sup> December, 2024.
- (vii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
- (viii) Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

Application forms received after the published closing date, will only be considered at that time if the following conditions apply:

- (a) if the number of preferences received for the school is below the published admission number or:
- (b) there are extenuating circumstances justifying a late application.

These may include:

- (a) parents moving into the county after the closing date;
  - (b) parent/carer illness which required hospitalisation for the major part of the period between the publication of the composite prospectus and the closing date for applications.
- (ix) Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.
  - (x) the highest priority must be given to looked after children and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order, child arrangement orders or special guardianship order). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders, child arrangement orders or special guardianship orders) immediately following having been looked after. This includes children who are legally adopted from overseas. Relevant, legal documents must be provided to evidence the adoption.

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

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of

\*the parent's views:

\*information about the child's academic, social and emotional development;

\*where relevant, their medical history and the views of a medical professional;

\*whether they have previously been educated out of their normal age group and

\*whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When informing a parent of the decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision.

### **Shared Care Arrangements**

When a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.

In the cases where a child lives with parents who have shared responsibility and the child's time is split between two homes, the address of the parent who receives child benefit will normally be used. The Local Authority\* reserves the right to request further proof, in order to establish the home address, as fit the individual circumstances.

Where agreement cannot be reached:-

Where shared care arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the LA\* requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the LA\* which application should be processed. The LA will not become involved in private disputes.

Where shared care arrangements are in place it may be necessary to establish the permanent home address for the child. In certain circumstances parent/carers will be asked to write to the LA\* stating the number of days each week the child spends with them. The LA\* may ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the LA\* will ask for proof of benefit award notices; Tax Credit Award Notices and child's registered address with the GP at the point of application. If the child's home address cannot be verified the LA\* reserve the right to request further documentary evidence to support any claim of permanent home address.

If there are challenges to which address is to be used as a child's residency, individual admission authorities will be consulted. In cases where parents are separated and both have retained joint responsibility, the application form will be accepted from the one parent who is in receipt of the child benefit and with whom the child primarily resides. The Local Authority has an obligation to process an application form that has been submitted and signed by a parent with parental

responsibility. We will consider the living arrangements and apply the shared care arrangement rules.

The Local Authority\* cannot release information or intervene where disputes or disagreements arise between parents in relation to any DETERMINED or submitted application for a school place.

We can only process applications from one address. If your child lives at another address from you or with another parent/carer from Monday to Friday, please provide the Parental Responsibility Order or Residence/Child Arrangements Order for the person the child lives with.

Further evidence can include:

- *a copy of a court order;*
- *a letter from a solicitor setting out the arrangements;*
- *a joint statutory declaration (prepared by a Commissioner for Oath);*
- *a tax credit award notice (TC602) for current year.*

### **Moving House**

If you are about to move house, please contact the Area Education Office with your new address so that letters which are sent to you do not go astray. If you have already exchanged contracts on a house or have evidence of a confirmed offer of tenancy, you can ask for your child's application to be considered from the new address. It is required that a family does not just own a property in a particular location, but that they are actually resident in the property. Evidence of your/the child's residency in the new property will be required.

We can't accept a temporary address if you still possess a property that was previously used as a home address.

If you make a permanent house move after applying, but before allocation procedures have been undertaken, you must contact the Area Education Office. You may be able to change your preferences if you are changing address to a more distant property and the allocation will be based on the new address. We normally require two forms of evidence to confirm a house move. It may on occasions be necessary to request additional documentation, depending upon individual circumstances.

Documents accepted to evidence a house move:-

Proof of purchase or tenancy agreement

Evidence of disposal of previous property

Council Tax document, evidencing the end of residency in previous home.

Council Tax document, evidencing the residency within your new home.

Other forms of evidence may also be accepted at the discretion of the County Council to cover individual circumstances.

**If you move temporarily during the admissions process you must also discuss the matter with the Area Education Office. Temporary addresses are rarely accepted for admission purposes.**

If you are moving to another area of Lancashire, details of schools in the area can be obtained from any Area Education Office. Admission Authorities will check address details and may randomly sample applications.

You should contact the Area Education Office if there are any changes in your child's living arrangements during the application and allocation of places period.

Places offered for Lancashire schools may be subsequently withdrawn where misleading or inaccurate information has been discovered.

### **Applications from abroad (and other areas of the UK)**

It is no longer required that families must be physically resident in Lancashire (or nearby) in order to apply within the annual intake processes.

Where families relocate or return to an address in Lancashire after a statutory closing date but during the allocation period (ahead of finalisation of offers) then these will be considered as a late application. Appropriate evidence must be provided of ownership and date of relocation and residence at that address.

Please note that late entry to the annual intake processes will not be possible after the statutory closing dates unless an exception is agreed by the admission authority.

The Authority has a duty to co-ordinate admission arrangements for all Lancashire maintained schools. The Authority will ensure that all Lancashire parents whose children are transferring to Year 7, receive the offer of one secondary school place on the agreed date.

### **In-year admissions:**

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website. Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

**Reviewed by: Martin Pickles. Finance Director**

**Approved by: Board of Trustees**

**Approved Date: 5<sup>th</sup> December 2022**

**Next Review Due: Autumn Term 2023 in respect of arrangements for the 2025/26 academic year**