

Hillcrest Early Years Academy



Admission Policy 2025/2026

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| Produced By | S Stokes |
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Admission Arrangements for 2025 intake

Published Admission Number (PAN) 60

Our Trustees Act as the Academy's Admission Authority and this policy was last reviewed September 2023.

The Trustees of Hillcrest Early Years Academy have delegated the admissions process to Lincolnshire County Council. All decisions about admissions, including this policy, are determined by the Trustees.

As a result, arrangements for applications for places in Reception will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements.

Parents residing in Lincolnshire can apply in the following ways:

- online at www.lincolnshire.gov.uk/schooladmissions;
- by telephone, on 01522 782030; or
- requesting a hard copy application form, by telephoning 01522 782030.

Parents residing in other areas must apply through their home local authority. Hillcrest Early Years Academy will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

In accordance with legislation the allocation of places for children with Education, Health and Care Plan (Children and Families Act 2014) where the school is named. We will then allocate remaining places in accordance with this policy.

For entry into reception in September we will allocate places to parents who return an application before we consider any parent who has not returned one.

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used.

Definitions of terms indicated by numbers are given separately below.

Oversubscription criteria

- Children in Care and all previously Children in Care including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted,
- A brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. In addition, in the case of infant schools, a brother or sister attending the associated junior school, or who will

be attending the associated junior school at the expected time of admission (White's Wood Academy is the associated Junior School)

- Children of staff members.
- Nearest School: measured by straight line distance
- Increasing order of straight line distance with priority given to the child living closest

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then a lottery will be drawn by an independent person, not employed by the school or working in the Local Authority Children's Service Directorate. The intended overall effect of the proposed oversubscription criteria is to maximise the likelihood that local children will gain places at their local school in an oversubscribed year. It is not possible to guarantee this, however.

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 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.
- Previously Children in Care are children who were looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individual to be a child's special guardian (or special guardians).
- A full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children's Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

Twins and other siblings from a multiple birth

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way.

Brothers and Sisters in the same year group

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its Published Admission Number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

- The Trustees may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
 - 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
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- The nearest school is found by measuring the straight line distance from the child's home address to all state funded schools admitting children in the relevant year group. Measurements are calculated electronically from the Post Office address point of the home to the Post Office address point of the school. We measure distance to three decimal places, e.g. 1.256 miles. We use the distance calculated in this way to apply the final oversubscription criterion.

By home we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him.

It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your child lives normally during the school week with more than one parent at different addresses, we will take as the home address, the address where your child spends the majority of time. If you can show that your child spends on equal amount of time at both addresses during school term time, you can choose which address you would like us to use on your application.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

Admission

Hillcrest Early Years Academy provides for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at our school:

- that child is entitled to a full-time place in the September following their fourth birthday;
- the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

Reserve list

For admission into the intake year the Trustees will keep a waiting list which we call a reserve list.

If we have to refuse a place at our school your child is automatically put on the reserve list, unless you have been offered a higher preference school.

This list is in the order of the oversubscription criteria, as required by the School Admissions Code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The Trustees must not take account of the time you have been on the list.

For the intake year the list is kept by the Schools Admission Team until the end of August. After this the School Admissions Code requires that schools keep the reserve list until the end of the autumn term, but Hillcrest Early Years Academy will hold the reserve list until the end of the academic year.

Reserve lists for other year groups are also maintained as required, in addition to the intake year, known as in year admissions. The reserve list for both the intake year and for in year admissions is kept by the school until either a place is allocated, or parents withdraw their application. The reserve lists are cleared at the end of each academic year.

Fraudulent or misleading applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Withdrawal of Place

The Academy will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where the parent has not responded to the offer, the academy will give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not.

Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.

The Academy will not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and entirely separate from the admission system. The decision of the appeal panel is binding on all parties. If you are appealing you should send your appeal to the school by the required date. If it is necessary to refuse a place to a child, the applicant will be advised of their right of appeal.

In Year admissions

The Trustees welcome admissions into other year groups if there are places. For in year school places, applications should be made via the School Admissions Team at Lincolnshire County Council online at www.lincolnshire.gov.uk/schooladmissions or for paper application please telephone 01522 782030 to request a form. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place, then you will be informed of your right of appeal.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Hillcrest Early Years Academy will make decisions 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;

- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely and
- the views of the headteacher .

Fair Access

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Hillcrest Early Years Academy will participate in Lincolnshire County Council’s Fair Access Protocol.

Children of UK service personnel (UK Armed Forces)

In order to meet the government’s military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad, we have adopted the following arrangements.

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Trustees will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child, where the parent requests this
- The Trustees will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late co-ordinated applications and midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces).

The school's Trustees will consider whether:

- An application from that address would normally succeed in an oversubscribed year.
- There is any child on the reserve list with higher priority under the oversubscription criteria. This is because we must only allocate places based on the criteria and must not admit a Services child ahead of another child with higher priority under the criteria.

- The prejudice from admitting an extra child would be excessive.

The Trustees have discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements.

This policy was agreed by all staff and the Trustees. It will be reviewed and issued to the parents via the school's website on an annual basis.