

We welcome children of all faiths, backgrounds and beliefs into our inclusive community. We seek inspiration from the life and teaching of Jesus Christ to help our children achieve their full potential. We uphold the distinctive Christian ethos and values of the Heartwood academy when making all decisions and implementing policy and practice. We aim to provide a caring and stimulating environment which promotes a love of learning whilst seeking to inspire every pupil to become a well-motivated, independent and resourceful learner.

## Heartwood Church of England

### Academy Trust



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## Admissions Policy

Policy Owner: Heartwood Heads

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Next Review Date: July 2020

Sign off signatory:

## **Admissions Policy**

The Heartwood Multi Academy Trust is an inclusive community of schools where children and staff of all faiths and none are welcomed in the task of helping children achieve their God given potential. In making decisions and devising and implementing policy and practice the local Governing bodies of the Heartwood Multi-Academy Trust will always seek to uphold the distinctive Christian ethos of the Academy, seeking inspiration and direction from the life and teachings of Jesus Christ.

### **Aims and objectives**

We seek to be an inclusive school, welcoming all children.

All applications will be treated according to the over subscription criteria.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available. The priority area can be found on the [Warwickshire.gov.uk](http://Warwickshire.gov.uk) website (infant and primary priority areas map).

In the event that a school is oversubscribed, then the following oversubscription criteria will be used when allocating places.

1. Children in care or previously looked after children who have been adopted
2. Children living in the priority area who have a sibling in school at time of admission
3. Other pupils living in the priority area
4. Children living outside the priority area who have a sibling at school at time of admission

5. Other children living outside the priority area.

Definition of sibling, defined as; a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister, or the child of the parents' partner, where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.

A child's level of ability is irrelevant to this school's admissions policy, however if a child has an EHCP which names the school they will be admitted.

**How parents can apply for their child to be admitted to our school?**

Our school is an academy and the school determine the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is Heartwood MAT however the LA carry out admissions on behalf of the MAT, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.

The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice, [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions). Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school.

In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to this school should ensure that they complete the necessary online application by the date stipulated in January of year of admission. The LA informs the parents about which school has been allocated to their child.

**Waiting lists**

Any child who is refused a place at this school will be automatically added to the school's waiting lists. Waiting lists will be held by Warwickshire's Admissions Service.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other children are added to the list. Late applicants are not penalised they are added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

Waiting lists will be held until the end of the Autumn term. Parents/Carers will be responsible for contacting Warwickshire's Admissions Service should they wish for their child to remain on the waiting list after this time and will be required to complete a new in-year application form.

### **Admission appeals**

An applicant will be refused if it breaches the planned admission number for admittance given below. To go beyond this number would, prejudice the education of pupils already in the school.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the school. An independent panel, organised by the Birmingham Diocese considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that the school should admit a child to whom a place has been refused, then the school will accept this decision and continue to do everything possible to provide the best education for all the children in our school. For information see <http://www.warwickshire.gov.uk/schoolappeals>.

### **The PAN (Planned Admissions number)**

The 'PAN' is the number of children which the LA considers the school can accommodate. The standard number for each school in the Heartwood MAT is given in Appendix 1. We keep this number under review, and the governors may

apply to change the number if circumstances change.

### **Sizes of classes for infants**

We teach Foundation Stage and KS1 children (aged five to seven) in classes that have a ratio of no more than one teacher:30 pupils. The Governors and Headteacher will endeavour to keep KS2 children (aged 7 to 11) in classes under 35.

### **Monitoring and review**

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the Local Admissions Forum.

The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.

**Next review date: June 2020**

## Appendix 1

### Heartwood Academy Schools

| School       | PAN | Standard Number        |
|--------------|-----|------------------------|
| Austrey      | 15  | 105                    |
| Newton Regis | 17  | 119 (132 with Nursery) |
| Warton       | 22  | 177                    |
| Woodside     | 30  | 210                    |