



**Beacon Academy  
Chatsworth Place  
Cleethorpes**

Telephone: 01472 328888

Website: [www.hfca.co.uk](http://www.hfca.co.uk) (will be changed)

Published Admission Number: 100

**Admissions Policy  
For all applications for the school year 2018-19**

Beacon Academy is committed to serving the local community, as defined by the designated catchment area of the former Holy Family Catholic Academy and St Andrew's College; **Applications for places are welcomed from all parents and carers, regardless of faith or background.**

Beacon Academy serves families of Cleethorpes, Grimsby and surrounding areas.

The Governing Body are the Admission Authority for Beacon Academy and places can only be offered by the Governing Body. North East Lincolnshire Local Authority co-ordinates the admissions process on behalf of the Governing Body.

#### **ARRANGEMENTS FOR ADMISSION 2018 - 2019**

Details of arrangements for admission can be found by visiting [www.nelincs.gov.uk](http://www.nelincs.gov.uk)

The closing date for applications will be 31<sup>st</sup> October 2017. The National Offer Day will be 1<sup>st</sup> March 2018.

#### **YOUR APPLICATION - DOCUMENTS REQUIRED**

**Common Application Form:** All applications for transfer from primary school to secondary school must be made on the Local Authority's Common Application Form.

#### **YOUR APPLICATION - HOW PLACES ARE ALLOCATED**

Once received by the Local Authority, details of all applicants are passed to the Governing Body. Using the information on the Common Application, the Local Authority then allocates places on behalf of the Governing Body up to the published admission number. Where places cannot be allocated at the first preference school, they are allocated at the next preferred school that has places.

#### **APPLICATION FOR TWINS AND MULTIPLE BIRTH CHILDREN**

Where a place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc even if this means exceeding the published admission number.

#### **FRAUDULENT INFORMATION**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

#### **ADMISSION OUTSIDE OF NORMAL AGE GROUP**

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

The academy anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances. However should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group but you should also submit a request for admission out of the normal age group at the same time and follow the procedure set out by your home local authority.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the academy.

The academy is not required to honour a decision made by another admission authority on admission out of the normal age group.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

#### **LATE APPLICATIONS**

Applications must be submitted by the 31 October 2017. Where a parent/carer submits a late application, and the lateness has been unavoidable in the opinion of the admissions authority (e.g. move into the area), we will be willing to consider such applications up to 30 December 2017. Applications received after the 30 December 2017, or without a good reason for not meeting the deadline, will be dealt with in accordance with the following procedure:

(1) Those who have completed the Common Application Form (CAF) by the closing date will be allocated places first. If places are still available at the Academy, late applications will be offered a place. However, if all places have been taken the application will be refused and the parent/carer offered the right to appeal.

(2) Any applications received after the closing date will be considered after those received by the closing date. You are therefore encouraged to ensure that your application is received on time.

## WAITING LISTS

Parents whose children have not been offered a place in the normal admissions round will be informed of their right of appeal and will be added to the academy's waiting list. Waiting lists for admission will remain open until the end of the Autumn Term in the admission year. The academy may maintain waiting lists after this date. Please contact the academy for further details.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Waiting lists may change. This means that a child's waiting list position during the year could go up or down. Any late applications will be added to the list in accordance with the order of priority for allocating places. Inclusion on the academy's waiting list does not mean that a place will eventually become available.

## APPEALS

Following allocations, parents/carers may appeal if they are not allocated a place for their child at Beacon Academy. Information on how to appeal will be included in the allocation letter and must be made in writing. Appeals forms can be requested from North East Lincolnshire's Legal Services who administer the appeals on behalf of the academy. Appeals should be received no later than 20 school days after allocation day or, the case of 'In Year' applications, 20 working days after the date of the refusal letter.

## IN YEAR APPLICATIONS

Application Forms can be obtained from the Local Authority or from the Academy. If the respective year group total is below the Published Admission Number for that year group, the child will be offered a place. If the respective year group total is full, the child may be offered a place if the Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

The academy may maintain a waiting list for in year applications. Details will be provided on request. Inclusion on the academy's waiting list does not mean that a place will eventually become available.

In all cases, the Headteacher reserves the right to refuse a place in the following circumstances:

- The admission will prejudice the efficient use of resources
- The admission will prejudice the efficient education provision to students already in the academy.

All places offered are subject to the child starting at school within seven days of the starting date stated within the offer letter. Any place not taken up within seven days may be withdrawn and offered to another child. Governors reserve the right to extend the timescale of an offer if they consider there to be exceptional circumstances at the time.

If your child is not allocated a place, you have a statutory right to appeal (see 'Appeals' above). Your appeal should be lodged within 20 school days after the date of your refusal letter.

## OVERSUBSCRIPTION CRITERIA

Children with an **Educational Health and Care Plan (EHCP)** or a **statement of Special Educational Needs** where the academy is named in Part 4 of the statement or recorded to in the plan, will be admitted first.

If undersubscribed the Academy will offer a place to all applicants.

However, in the event that the number of applications for places at the Academy is higher than the Published Admission Number (PAN) of 100 applications will be considered against the criteria set out below. We will use the following factors, in priority order, to decide which children will be offered places.

Therefore, after the admission of children with a **Statement of Special Educational Needs** or an **EHCP** which names the Academy, the following factors will be used to decide which children will be given places.

1. Looked After Children (children in public care) or a child who was previously looked after.

2. Living in the catchment area.
3. Having brothers or sisters who are already at the academy when your child is due to start there.
4. The last factor is geographical. We will give priority to those living nearest to the academy (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the academy, using the local authority's computerised measuring system. If you would like more information or have any specific queries in relation to this, you can contact the Schools Admission Team. In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the published admission number.

#### **DEFINITIONS**

##### **Note 1 - Definition of Siblings**

The governors use the same definition as that used by the Local Authority. See "Your New School - A Guide for Parents".

##### **Note 2 - Definition of looked after children or previously looked after children**

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 s.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:

- (a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children's Act 2002 [see s.46 adoption orders] , or
- (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian [or special guardians]).

##### **Note 3 - Place of Residence**

The governors use the same definition as that used by the Local Authority. See "Your New School - A Guide for Parents" available via the Local Authority website [www.nelincs.gov.uk](http://www.nelincs.gov.uk)

##### **Note 4 - Parents / Carers**

The governors use the same definition as that used by the Local Authority. See "Your New School - A Guide for Parents" available via the Local Authority website [www.nelincs.gov.uk](http://www.nelincs.gov.uk)