Heartlands Academy

E-ACT (the “Academy Trust”) is the admissions authority for Heartlands Academy. The Academy Trust will comply with the requirements of the Funding Agreement, the School Admissions Code and the Admission Appeals Code, and recognises that its ‘relevant area’ is Birmingham Local Authority since this is the local authority area within which the Academy is located.

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<tr>
<th>Date of Approval: September 2021</th>
<th>Date of Review: September 2022</th>
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Unless there are legislative or regulatory changes in the interim, this policy will be reviewed annually as per the Admissions Code. Should no substantive changes be required at that point, the policy will move to the next review cycle. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

Academy context

Heartlands Academy is an 11-16 mixed comprehensive academy. We are an inclusive academy and welcome all admissions. Our aim, through admissions, is to ensure that we provide for the educational needs of young people in the surrounding area and across the city. We have a non-selective academy policy and believe in nurturing talents and accelerating progress in all young people.

We aim to provide all prospective parents and pupils with the information necessary to enable them to gain a clear indication of what the school has to offer.

We welcome all prospective parents and pupils to an open evening and open days at the academy each year and hold open evenings and open days to coincide with the Birmingham admissions open days.

How to apply for a place

At the end of summer term, Birmingham Local Authority will invite parents/carers of children who will transfer to secondary education in September of the next academic year to complete an online application form to outline their preferred preferences by 31st October 2021.

Heartlands academy provides Local Authority Preference forms for parents/carers who do not have access to the internet.
Parents/carers of children who live in Birmingham but whose children attend a primary school outside Birmingham will be advised to make their application online or return a preference form to School Admissions and Pupil Placements Service. Applications need to be submitted received after this date will be treated in accordance with the Local Authority's procedures for late applications.

The Local Authority Admissions Service will inform parents/carers of their child’s allocated secondary school or academy. If allocated to Heartlands Academy, parents/carers will receive a welcome pack within one week of this date.

If a parent/carer rejects the allocated place at Heartlands Academy, we will notify the Local Authority Admissions Service immediately of this decision and offer to the next student on our waiting list.

As part of our transition process, the pupil and their parent/carer will be invited to attend an induction evening. This will coincide with the authority open day.

An academy staff member will contact primary schools to obtain information on academic progress and learning needs, ie – SEND, EAL, G&T. In addition, information will be obtained on any relevant safeguarding and child protection concerns at the primary school and the contact details of any external agencies currently or previously involved with the child and their family, ie – social worker, family support worker, counsellor.

If at any point of the application process the academy feels it is unable to offer a child a place due to concerns around whether a student’s learning requirements can be met, it then a referral to the Local Authority under the Fair Access Protocol will be produced.

Any applications made after the final closing date of 31 October 2021 will be considered as a late application and will not be processed until after the offer of places on 1 March 2022. Late applicants are less likely to be offered a place

**Admissions Criteria**

Applications for children with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Need are made by the Local Authority SEN team (change the name of the team as relevant to the LA). The placement of such children is made after a process of consultation between parents, the Academy and the Local Authority. Children with an EHCP (or a Statement of Special Educational Need) receive priority over others for admission to the school named on their Plan (or Statement).

**Oversubscription Criteria**

The academy holds waiting lists for over-subscribed year groups. Applications are made through Birmingham authority and waiting lists are given by the authority
Any child with a statement of SEN/ Education Health and Care Plan is required to be admitted to the school that is named in the statement. This gives any such child overall priority for admission to the named school. This is not an oversubscription criterion. Where there are more applications than there are places available, places will be allocated based on the following order of priority:

1. Looked after or previously looked after children.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. 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). In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangement 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.

2. Children (siblings) with a brother or sister already at the school and who will still be in attendance at the time the sibling enters the school. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

i. have one or both natural parents in common;

or

ii. are related by a parent’s marriage;
or iii. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parent’s marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings. Separate boys’ and girls’ schools are not considered to be linked for the purposes of sibling claims.

3. Children who attend Nechells Primary E-ACT Academy.

4. Children who live nearest the school

Within each of these categories, priority is given to those who live nearest to the school.

For these purposes, distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the front gates of the school. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address and the address of the school.

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child’s year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.

In the event of this occurring with twins or other multiple birth applicants, schools will be asked to admit over their Published Admission Number to accommodate the pupils.

Further information

Further guidance on Admissions and Appeals can be found in ‘Secondary Education Opportunities for your child in Birmingham’ and via 
http://www.birmingham.gov.uk/schooladmissions or on 0121 3031888

Tie-breaker
Most places will be allocated in accordance with home-academy distance based on a straight-line distance using Google maps.

If more children qualify under a particular rule than there are spaces available a tiebreak will be used by applying the next rule for those children.

Where there is a need for a tiebreaker where two different addresses measure the same distance from the academy, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore deemed closer.

If there are two identical addresses of separate applicants, the tie break will be random.

**Twins, Triplets and other children of multiple births**

As per LA guidance

**Split residence**

A pupil’s home address is considered to be a residential property that is the child’s only or main residence and is either;

- Owned by the child’s parent(s), or the person with parental responsibility for the child; or
- Leased to or rented by the child’s parent(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration. Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned. Parents who are unable to provide proof of permanent residence should contact a member of School Admissions and Fair Access Service to discuss providing other acceptable proof of address. Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to satisfy the authority that the child lives at the address put forward by the parents.

**Home addresses**

A pupil’s home address is considered to be a residential property that is the child’s only or main residence and is either;

- Owned by the child’s parent(s), or the person with parental responsibility for the child;
- Leased to or rented by the child’s parent(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.
Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be Proposed as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the secondary transfer process.

If a school place is offered on the basis of an address that is subsequently found to be different from a child’s normal and permanent home address, then that place is liable to be withdrawn.

The final closing date for change of address is **31 October 2021**

**Late Applications**

Birmingham Local Authority will only consider applications received after the final closing date in exceptional circumstances. The Local Authority will use its discretion when considering the individual circumstances. For example, where;

- There were exceptional reasons which prevented the parent/carer from applying by the closing date; or
- A child and the person with parental responsibility has moved home.

Any applications received after the final closing date, without exceptional reason, will only be considered for places after other applications received on time. Such applicants may be less likely to be offered a place at one of their preferred schools.

Once Birmingham Local Authority has exchanged provisional offers with other admitting authorities (in December 2020) it will not be able to consider any late applications for an oversubscribed school until after the offer of places (1 March 2021)

**Changes of Address after the closing date**

Changes of address will only be considered after applicants are resident at the new address and evidence to demonstrate this has been supplied. Applications will not be processed from an intended future address except in the case of Crown servants and UK service personnel. Evidence must be received by no later than 5pm, 10 working days after the closing date for the new address to be used when processing the application and calculating home to Academy distances. Any change of address evidenced after no later than 5pm, 10 working days after the closing date will not be included until after national offer day.

**Notification and acceptance of places**

Deadline for applications is October 31st 2021

Late applications will not be considered until March 1st 2022

**Waiting Lists**
Waiting lists are not maintained on a 'first come - first served' basis. Waiting lists are kept in the priority order as explained in the oversubscription criteria. Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the oversubscription criteria, ask for their child’s name to be added to the list. Applicants, who ask for their child’s name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the Academy. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

Parents whose children have not been offered their preferred school will be informed of their right of appeal. Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should visit www.birmingham.gov.uk/schooladmissions Children will also be added to the school’s waiting list in accordance to the oversubscription criteria.

**In-year applications**

Applications made outside the normal admissions round (in-year admissions) should be made directly to the academy. Parents/carers can apply for a place for their child at any time and to any school or academy. On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

The academy admissions procedure is as follows:

Phase 1 - Parent/carer contact the academy to request application form.
Step 2 - Parent/carer completes the application form and returns it to the academy.
Step 3 – The academy will contact parent/carer to arrange a meeting to discuss admissions process or inform the parent/carer of their position on the waiting list.
Step 4 – The academy will contact previous provisions to obtain information on the young person’s attendance, background, academic progress, safeguarding outcomes and contact details.

**Change of Preference**

Parent/carers can change their order of preferences as many times as they wish up to the final closing date of **31 October 2021**, after this date all changes of preferences will be processed after the offer of places on 1 March 2021. Late Applications Birmingham Local Authority will only consider applications received after the final closing date in exceptional circumstances. The Local Authority will use its discretion when considering the individual circumstances. For example where;  ● There were exceptional reasons which prevented the parent/carer from applying by the closing date; or  ● A child and the person with parental responsibility has moved home. Any applications received after the final closing date, without exceptional reason, will only be considered for places after other applications
received on time. Such applicants may be less likely to be offered a place at one of their preferred schools. Once Birmingham Local Authority has exchanged provisional offers with other admitting authorities (in December 2021) it will not be able to consider any late applications for an oversubscribed school until after the offer of places (1 March 2022)

**Appeals Procedure**

All students not offered a place at the academy have a right to appeal to an Independent Appeals Panel. Heartlands academy abides by the procedures regarding pupils who are granted places at the academy following an appeal.

Parents who wish to appeal against a decision to refuse their child admission should contact School Admissions and Pupil Placement Service on 0121 3031888 to request an appeal form.

**Fair Access Protocol**

The Academy complies with Birmingham Local authorities Fair Access Protocol (FAP). The purpose of Fair Access Protocols is to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum. This is why every local authority is required to have in place a Fair Access Protocol, developed in partnership with local schools.

**Admission contact details**

Academy contact:

<table>
<thead>
<tr>
<th>School name</th>
<th>Heartlands Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Great Francis Street, Nechells, Birmingham, B7 4QR</td>
</tr>
<tr>
<td>Headteacher</td>
<td>Miss Jennifer Clegg</td>
</tr>
<tr>
<td>Admissions Officer</td>
<td>Miss Parmilla Devi</td>
</tr>
</tbody>
</table>

| Tel no:           | 0121 464 3931 |

LA contact:

School Admissions and Pupil Placement Service on 0121 3031888

**Appendix 1**

**Definitions**

**Distance**
Most places will be allocated in accordance with home-academy distance based on a straight-line distance using Google maps.

Home address

A pupil’s home address is considered to be a residential property that is the child’s only or main residence and is either;

- Owned by the child’s parent(s), or the person with parental responsibility for the child;
- Leased to or rented by the child’s parent(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be Proposed as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the secondary transfer process.

If a school place is offered on the basis of an address that is subsequently found to be different from a child’s normal and permanent home address, then that place is liable to be withdrawn.

The final closing date for change of address is **31 October 2021**

Children who are looked after or were previously looked after

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). 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 individuals to be a child’s special guardian (or special guardians).

Medical or social needs of the child

Follow LA guidance

**Medical reasons relevant to parent(s)**

Follow LA guidance
Sibling

Where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. This includes a child’s brother or sister, half brother or sister, adopted/foster brother or sister, step brother or sister living in the same family unit at the same address. It does not include cousins or other extended family members who live in the same household. In the case of twins, triplets and other multiple-birth children, if one child can be offered a place in the school, other multiple-birth children will be allocated a place in the school. Where twins are concerned and one twin has a Statement of Special Educational Needs or Education, Health and Care Plan that names the school the other twin will be treated as having a sibling link for that academic year.

Parent

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who 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 biological parent but who has responsibility for her or him (such as 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.