Herringham Primary Academy
ADMISSIONS POLICY
For entry September 2025 and mid-year admissions

This Policy was ratified by the Board of Directors on :	Spring 2024
This Policy will be reviewed by the GLC Board on :	Spring 2025

GLC Mission Statement
The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.
This will be achieved through:
- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement
The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.
We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

Herringham Primary Academy Admissions Policy
For entry September 2025 onwards and mid-year admissions.

1. This document sets out the admission arrangements for Herringham Primary Academy [HPA] as approved by the GLC Board of Directors.

Published Admission Number [PAN]

a) HPA has set a PAN of 60 pupils for Reception in 2025. A PAN of 6o is set for all other groups.

Process of application

2. HPA will use the following timetable for applications each year [exact dates within the months may vary from year to year];
   a) **September** - HPA will publish in its prospectus, information about the arrangements for admission, including over subscription criteria, the following September [ie in September 2024 for admission in September 2025]. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. It will publish the date by which applications for places must be received by.
   b) **September/November**- HPA will provide opportunities for parents and pupils to visit the school;
   c) **November – January** applications for Reception to be submitted to the LA [thurrock.gov.uk/admissions]
   d) **March** - applications considered by LA.
   e) **April** – offers of places for Reception notified to parents by the LA.

3. This timetable reflects the practice in Thurrock LA and is intended to secure a co-ordinated approach to admission for parents and pupils. Herringham Primary Academy will have regard to the co-ordinated admissions scheme for Thurrock LA, when this is agreed.

Consideration of applications to Reception [September 2025]

4. Herringham Primary Academy will consider all applications for places. Where fewer than 60 applications are received, Herringham Primary Academy will offer places to all those who have applied [exceptions are listed in paragraph 6 below].

5. Where the Academy is named in a pupil's Statement of Special Educational Needs of Education and Health Care Plan, that child will be admitted by the Academy under different regulations that will override all other categories or priority unless the admission of the child would be incompatible with the efficient education of others; the efficient use of resources or that the provision available was unsuitable for the child. The Academy reserves the right under current legislation to defer an admission for up to four weeks whilst reasonable adaptations are made.

6. Notwithstanding paragraph 4 above, HPA may refuse admission to particular applicants in cases where fewer than the published admission number have applied. These are applicants who have been excluded from two or more other schools and the ability to refuse admissions runs for a period of two years from the last exclusion. Additionally, the academy may refuse an admission that would prejudice the provision of efficient education and efficient use of resources for other pupils. In all the circumstances described in this paragraph, however, the Secretary of State may direct HPA to admit such a pupil and that direction shall be binding on HPA.

   Section 3.10 of the School Admission Code applies where the GLC Board does not wish to admit a child with challenging behaviour, even though places are available. HPA will refer the case to the local

authority for action under the Fair Access Protocol. This is applied when HPA has a particularly high proportion of children with challenging behaviour or previously excluded children. This provision will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs of Education, Health and Care Plan who name the academy.

Procedures where the Academy is oversubscribed

7. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria and in the order of priority set out below:
   a) Children who are looked after or previously looked after, including those children who appear to have been in state care outside of England and ceased to be in state as a result of being adopted.
   b) Admission of pupils whose siblings currently attend Herringham Primary Academy and who will continue to do so on the date of admission. For the purpose of allocating places, sibling means :
      - Full sibling living at the same address as the applicant;
      - Full sibling living with a parent, or family member, at a different address;
      - Step sibling living at the same address as the applicant;
      - Half sibling living at the same address as the applicant;
      - Long term foster sibling living at the same address as the applicant.
   c) Admission of a child who lives permanently with their parent, carer or guardian who is a member of staff [teaching or non-teaching on a part of full-time contract] and employed at any school within the Gateway Learning Community at the time at which the application for admission to Herringham Primary Academy is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
   d) Admission of students on the basis of proximity to the Academy using straight line measurement. Students living nearer to the Academy being given higher priority. Distance from the Academy will be measured in a straight line in metres by a digital mapping system from the Academy's main gate to the front door of the home.
   e) If the final place is allocated to a family with twins or multiple births, the Academy will offer a place to the additional students.
   f) If there is a tie for the final place, a draw will be conducted by a person independent of the Academy.
   g) Notwithstanding the provisions of paragraphs a – d above, the Secretary of State may direct HPA to admit a named pupil to Herringham Primary Academy.

Mid-Year Admissions for all year groups and September Admissions for Year Groups other than Reception

8. Parents wishing to make an application for a place for their child should:
   a. Download one of the 5 GLC admissions policies to find out about eligibility for admission to a GLC academy. All GLC admission policies can be found on the GLC's website at www.theglc.org.uk Complete the online application found on the website or via the following link: https://docs.google.com/forms/d/e/1FAIpQLSfsYAlHaVkl1eoamFMCPZgmS6vR5ZZNF-EjKRV7EUzw1YStJw/viewform
   b. There is one application for the four GLC primary schools. Applicants are advised to rank their preference
   NB: If the application form is not fully completed, the application will not be considered.
   a) The GLC will maintain a waiting list if a place if the year group applied for is full. Applicants who have not been offered a place must inform the GLC [in writing] by the first day of the new academic year, if they wish to remain on the waiting list. If the new application has not been made, the applicants name will be removed from the waiting list.
   c. GLC academies will monitor the waiting lists and will contact parents when a place becomes available
   d. On receipt of a fully completed admission form:
      i) Each GLC Academy will allocate places as they become available using the criteria set out in

paragraph 8.

ii) The relevant GLC academy will invite parents and the applicant to a meeting to assess if the academy's provision will be suitable. If the GLC Head of School considers that the academy can meet the needs of the pupil, an admission date [i.e. the next entry point] will be issued and the pupil induction process fully explained.

iii) Where a GLC academy receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the Fair Access Protocol under Section 3.10 of the School Admission Code 2021

Under this clause, challenging behaviour has been defined as

> *'behaviour unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour* ***or*** *it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment'.*

The GLC academy will only rely on the provision in paragraph 3.10 if it has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.

The provision in paragraph 3.10 cannot be used to refuse admission to looked after children, previously looked after children; and children who have Education, Health and Care Plans naming the school in question.

iv) The academy will aim to inform parents of the outcome of their in-year application in writing within 10 days of the receipt of the application but with no more than 15 days.

v) Under Section 2 of the School Admission Code, the GLC will inform Thurrock Local Authority of the application and the outcome.

There will be a right of appeal to the Appeals Panel for any unsuccessful applicant.

Arrangements for Appeals Panels

9. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of HPA. The Appeal Panel will be independent of the Academy and will be composed of three members who will include:
   a) at least one lay member. Lay members are people without personal experience in the management or provision of education in any school (though it is permissible to use people who have experience as governors of other schools, or who have been involved in education in any other voluntary capacity); and;
   b) at least one person with experience in education who is acquainted with educational conditions in the area.

10. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Academy schools.

11. Parents will have 14 days after notification of a place not being offered at Herringham Primary Academy to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal.

12. Parents wishing to appeal against an admission decision by HPA should send a completed appeal form to the Clerk to the Appeal Panel at the address given on the appeal form. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing.

13. Parents will be given 14 days' notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing HPA will provide the parent with a written statement detailing the reasons why it has not been possible to allow the child to attend HPA. The Appeal panel will have the discretion to refuse to admit late evidence.

14. The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking in excess of one day the Clerk to the Appeal Panel will contact parents with the decision on the final day of the hearings. The parents will also be informed of the outcome in writing within 14 days of the date of the hearing. In the case of unsuccessful appeals the Appeal Panel will give the parents their reasons for not upholding the appeal.

Parental Responsibility and Disputed Applications

15. In accordance with the Children Act 1989 and the Education Act 1996, the Academy will typically accept an application for admission from one parent on the assumption that they have the consent of all others who hold parental responsibility for the child.
16. The Academy Trust cannot act as a mediator in disputes between parents regarding school choice. If the Academy is formally notified of a disagreement between parents, or if conflicting applications are received for the same child, the Academy will suspend the processing of the application [place it on hold].
18. A suspended application will only be reactivated once the Academy receives one of the following:
    - Joint Written Consent: A signed letter or email from both parents [and/or all parties with parental responsibility] confirming a mutual agreement on the school choice.
    - Joint Written Consent: A signed letter or email from both parents (and/or all parties with parental responsibility) confirming a mutual agreement on the school choice.
    - Court Order: A sealed copy of a Court Order [such as a *Specific Issue Order*] which clearly directs the child's educational placement at this Academy.
19. It is the responsibility of the parents to resolve any disputes in a timely manner. The Academy Trust accepts no liability for any loss of a potential school place, or for missing statutory deadlines [such as National Offer Day], where an application has been suspended due to a parental dispute.
20. The Academy Trust reserves the right to withdraw an offer of a place if it is subsequently discovered that the application was made without the necessary consent of another parent, or if the application contained intentionally misleading information.

Consultation on this policy.

21. Herringham Primary Academy shall consult each year [by 1 March] on its proposed admission arrangements.