



THE HEREFORD ACADEMY

The Hereford Academy

**“Enjoying ‘life in all its fullness’ by
achieving your personal best”**

Admissions Policy

ADMISSIONS POLICY

The Academy operates an Equal Opportunities Policy.

Any parents considering applying for their children to attend **The Hereford Academy** are welcome to telephone for an appointment to visit the **Academy** and receive any relevant information.

1. Eligibility

The Hereford Academy is open to children of all abilities. To be eligible for a place, the following must both apply:

- **The child's home address must be within the parish catchment areas** (The Hereford Academy serves the parishes of Aconbury, Bolstone, Callow, Dinedor, Grafton, Haywood, Holme Lacy, Little Dewchurch and Lower Bullingham)
- **The child must reach the age of 11 during the year 1 September - 31 August inclusive, immediately prior to entry to the Academy.**

Children living outside these parish catchment areas will be admitted only if there are available places and then according to the published criteria.

2. Criteria for Admission

The Academy has 180 planned admission places available. If there are more applicants than places, specific criteria apply. The essential points are given below:

- **The Academy will admit children from the full range of abilities who are wholly or mainly drawn from the area in which the school is situated**

3. Admissions Policy

The Academy's Admissions Policy is determined by the terms laid out in the Funding Agreement approved by the Secretary of State. It meets the requirements for the admissions arrangements to be clear, fair and objective.

- **180 students can be admitted to Year 7 in September 2008**
- **Students must be from the full range of academic ability of those who apply**
- **Priority will be given to children living in the identified parish catchment areas**
- **Children with Special Needs Statements will be admitted from within the identified parish catchment areas**

4. Admissions Priorities

If more than 180 students apply, then places will be awarded according to the following priorities:

- **Those with SEN statements issued by Herefordshire Local Authority naming the Hereford Academy as the chosen school**
- **Looked After Children resident in the academy's catchment areas**
- A child residing in the **Academy** catchment area;
- A child who has a brother or sister attending the **Academy** at the time of admission;
- A child who has a special reason for admission. This reason will probably be of a medical, physical or social nature and production of a medical certificate or other appropriate information is required. Parents claiming such special reason must inform the **Hereford Academy Admissions Panel** in writing at the time of application and attach any supporting documentation **that will provide evidence for the panel to consider**
- A child who lives nearest to the school by the shortest suitable walking route from their front door to the front gate at The Hereford Academy.

***For admission purposes the Academy normally considers a sibling connection to relate to any of the following:**

- **a brother or sister who share the same parents**
- **a half-brother or sister, where two children share one common parent**
- **a step brother or sister, where two children are related by a parent's marriage**
- **adopted or fostered children living in the same household under the terms of a Residence Order.**

5. New Pupils – Year 7

We recognise that all students transferring from primary to secondary school need to feel welcome, secure and comfortable with the process. We have excellent links with our partner primary schools and **(Mrs. S. Kowal), Vice Principal (Community)**, makes regular visits to the primary schools so we have the best possible knowledge of each student, and to ensure that their individual needs are met. We very much welcome parents and students on our Open Evenings, Academic Tutoring Evenings and Induction Evening and parents are always encouraged to contact us about any issues that concern them.

Admissions Procedure

1. How to Apply

All applicants are required to complete The Common Application Form by the stated deadline. Your Local Authority provides this form; it is not available from the Academy.

The Academy will consider all applications for places.

2. Children with Special Educational Needs

The Academy will admit children with Statements of Special Educational Needs where the Hereford Academy is appropriately named in the SEN Statement.

3. Who May Be Excluded From Applying?

The Academy may refuse admission to applicants who have been excluded from two or more other schools. The ability to refuse admission of the students runs for a period of two years from the date of the last exclusion.

4. Allocation of Places

Where fewer than 180 applications are received, the Academy will offer places to all those who applied

5. In the event of over-subscription, the following arrangements will apply:

- **Those with SEN statements issued by Herefordshire Local Authority naming the Hereford Academy as the chosen school**
- **Looked After Children resident in the academy's catchment area**
- A child residing in the **Academy** catchment area;
- A child who has a brother or sister attending the **Academy** at the time of admission;
- A child who has a special reason for admission. This reason will probably be of a medical, physical or social nature and production of a medical certificate or other appropriate information is required. Parents claiming such special reason must inform the **Hereford Academy Admissions Panel** in writing at the time of application and attach any supporting documentation **that will provide evidence for the panel to consider**
- A child who lives nearest to the school by the shortest suitable walking route.

6. Operation of Waiting Lists

After 180 applicants have been offered a place for admission, others will be offered a place on a waiting list

When places for admission, which have been declined or otherwise, become vacant they will be offered, as far as is possible, to those on the waiting list. Priority will be given according to the priorities in (5) above

7. Arrangements for Appeals

There will be an independent Appeals Panel appointed in accordance with the provisions of the statutory Code of Practice on School Admission Appeals. If your child has not been offered a place, you will have the right of appeal to this panel.

In Year Admissions

It is inadvisable for pupils to change schools unless there are exceptional circumstances. Movement between schools during adolescent years can affect a pupil's progress and overall achievement. Parents wishing to have Year 10, 11 or 12 students admitted to the roll should understand that their child may be asked to repeat a year due to the change of examination boards from one school to another.

Exceptionally, outside the normal year of entry, and where an application is made outside arrangements covered by an In-Year Fair Access Protocol, admission authorities may decide to refuse to admit a child with challenging behaviour even though there are places available, on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. This will normally only be appropriate where a school has a particularly high concentration of children with challenging behaviour or previously excluded children and one or more of the following exceptional circumstances exists, namely that the school:

- a) requires special measures or has recently come out of them (within the last two years);
- b) has been identified by Ofsted as having serious weaknesses or requiring significant improvement and therefore given 'notice to improve';
- c) is subject to a formal warning notice;
- d) is a Fresh Start school or Academy open for less than two years; or
- e) is a secondary school where less than 30% of children are achieving 5 or more GCSEs at grades A*–C, or a primary school where fewer than 65% of pupils achieve level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.

We appreciate that some students do have to join us part way through an academic year, due to family circumstance or being unhappy in other schools. Our pastoral system ensures that children joining us are given sufficient guidance according to their needs. This may include an induction period, being attached to a buddy or receiving support from Form tutors and Head of Key Stage.

Open Evening this year is 25th September from 6.45 pm for 7pm

The closing date for applications to Herefordshire Local Authority is Friday, 7th November 2008. Parents will be advised of offer of placement from the Local Authority on 2nd March 2009.