

## Admissions Policy for The Hyndburn Academy 2026-27

### Preamble

1. This document sets out the proposed arrangements for The Hyndburn Academy, throughout this document referred to as “the Academy”. These arrangements are without prejudice to the provisions of Annex B to the Master Agreement. The document forms an annex to the Supplemental Agreement between United Learning Trust (‘ULT’) and the Secretary of State. References in this document to “parents” include guardians and carers.
2. The Academy will comply with all relevant provisions of the statutory codes on admissions (the School Admissions Code and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to ULT. References to “the LA” shall be deemed to be references to Lancashire County Council and references to “the Admissions Forum” to be to the Lancashire admissions Forum. In particular, the Academy will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA.
3. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

### Admission Arrangements

4. The admission arrangements for the Academy, subject to any changes approved by the Secretary of State, are:
  - a) The Academy has an agreed admission number of 135 students. The academy will accordingly admit at least 135 students in the relevant age group each year if sufficient applications are received.
  - b) The Academy may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed in paragraph 19 below. Students will not be admitted above the published admission number unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State.

### Process of Application

5. The Hyndburn Academy is run by the Academy sponsor United Learning. The Governors are responsible for the admission of pupils. For entry into year 7 the admissions application and offer process will be co-ordinated by Lancashire County Council. All pupils are admitted without reference to ability or aptitude.

Applications for places at the Academy will be made in accordance with the LA’s co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the LA. The Academy will be using the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Admissions Forum or LA:

- a) September – The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2026 for admission in September 2027). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
- b) September/October – The Academy will provide opportunities for parents to visit the Academy;

- c) October – Common Application Form to be completed and returned to the LA to administer;
- d) November – LA sends application details to the Academy;
- e) The Academy returns ranked list, based on admissions criteria, of all applications to LA within the agreed timescale;
- f) February – LA applies agreed scheme for local schools, informing other LAs of offers to be made to their residents;
- g) 1st March offers made to parents.

### Consideration of Applications

6. The Academy will consider all applications for places. Where fewer than 135 applications are received, the Academy will offer places to all those who have applied.

7. Notwithstanding paragraph 6 above, the Academy may refuse admission to particular applicants, in cases where fewer than the published admission number have applied. These are applicants who have been permanently excluded from two or more other schools and the ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. This applies to admissions at all age levels.

### Criteria Applied to Admissions in 2026-2027 and Subsequent Years

8. Places in years 7-11 will be allocated at The Hyndburn Academy in the following order of category (this order also applies if/when a year group is oversubscribed):

- Category 1 – Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see note 10)
- Category 2 - Children who have specific medical needs, social needs and special needs where the application is supported by written specific medical advice as to why admission to the Academy is necessary. It is the responsibility of parents to show that it is essential for the child to attend the Academy rather than any other school. (see note 11)
- Category 3 - Siblings of students who will be attending the Academy on the date when the applicant would be admitted. The term sibling means a full, step, half, adopted or fostered brother or sister, but not cousins, who live at the same permanent address. The Academy reserves the right to ask for proof of relationship.
- Category 4 - Students who have received education within a school that is within the linked learning family federation of schools for United Learning.
- Category 5 -Children whose permanent address is closest to the Academy. The distance will be measured using a straight line from the centre of the academy to the centre of the applicant's home, (co-ordinates provided by ordnance survey data). (see note 12). The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (31 October). When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is owned by the child's parent(s)/carer(s) or leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

9. The Academy will apply the above criteria to applicant's subject to the following exceptions:

- (i) Where a child has an Education Health Care Plan (EHCP) and for whom there is a legal requirement to admit to the Academy as it is named in the EHCP.
- (ii) Where an applicant is seeking admission for the September entry of the Academy entry year,

applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time. Exceptional circumstances could be illness involving hospitalisation or a bereavement or as prescribed within the co-ordinated admission arrangements.

### Admission Criteria - Notes

10. 'A "Looked After Child" means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who, after being Looked After, became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Child Arrangement Order under Page 3 of 7 Section 8 of the Children Act 1989 (as amended) or Special Guardianship Order under Section 14A of the Children Act 1989. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

11. In the case of over subscription in categories 1 - 3, priority will be given within category to children:

- (i) Where a placement is recommended for medical reasons and seen as essential by the child's General Practitioner (family doctor) or where there are exceptional reasons supported by evidence from a Social Worker, Educational Psychologist or Education Welfare Officer employed by the Academy or working in collaboration with the Academy which in the view of the Multi Academy Trust and governors (United Learning) require placement at The Hyndburn Academy.
- (ii) The distance criterion will be used as the tie breaker if there is oversubscription within any of the admission criteria; it is a straight line (radial) measure. If two or more applications cannot otherwise be separated, e.g. where there are multiple applications from the same shared address point (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school is the same, and there is only one place available, a random allocation process will be used to determine who should be allocated the place.
- (iii) Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. Where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet, or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

12. In the cases where a child lives with parents who have shared responsibility and the child's time is split between two homes, the home address used will be that which is directed by the court or the address where the child lives for the majority of the week.

A child's main residence will be the dwelling of the parent or carer in receipt of Child Benefit and proof of who is in receipt of Child Benefit may be required prior to offer of an Academy place. If Child Benefit payments are not made or suspended then the decision on which address to use for the child, for the purposes of admission to Academy only, will be made by the Governors based on the address of the child's General Practitioner (family doctor). The Academy will consider pertinent evidence from both parents to determine the property in which the child mainly resides.

### Operation of Waiting Lists

13. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application and to parents/carers who have not previously applied for a place during the academic year but have been refused. Children's position on the waiting list will be determined solely in

accordance with the oversubscription criteria set out in this document. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### Co-ordination between Admission Authorities

14. In accordance with the law and the agreed schemes the offer of places at the main points of entry at the primary and secondary level will be co-ordinated by the Local Authority between all those who decide upon admissions to schools (admission authorities) in Lancashire.

### Fair Access

15. Schools in the Hyndburn district together with Lancashire County Council operate an In-year Fair Access Protocol in accordance with the Code on Academy Admissions. This is reviewed by The Admissions Forum on a regular basis. All United Learning academies comply with local Fair Access Protocol arrangements.

16. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and, if the year group applied for has a place available, admit the child.

17. However, within the exceptional circumstances set out in paragraph 3.13 of the School Admissions Code, the Academy may refuse to admit a challenging child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources.

18. The possibility of refusing to admit on this basis only applies to applications made outside the arrangements of the local in-year Fair Access Protocol. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

19. United Learning are the Admissions Authority, not the Local Authority. As such, the only person who can direct any of our academies to take a student through FAP is the Secretary of State. Schools can refuse admission on the basis of the above if they have taken their fair share of children under FAP, if they believe there are behavioural issues for in-year admission requests which should be dealt with under FAP, or if they are full and believe admitting more students would prejudice the efficient education of others.

20. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal. A single application form in accordance with the co-ordinated scheme will be used for all applications for in-year admission.

### Final Tie-Break Allocation Process

21. If there are insufficient places to accommodate all applicants and after using all tie break criteria applicants for the final place(s) cannot be split the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the Multi Academy Chain (United Learning) IT system in use at this time and ratified by the governing body.

### Arrangements for Admitting Students to Other Year Groups, Including Replacing Any Students Who Have Left the Academy

22. In-year admissions is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as in-year application. The in-year admission process is managed by the school, see the school website for more information, [www.thehyndburnacademy.org.uk](http://www.thehyndburnacademy.org.uk) Parents are required to complete the in-year application form, which is available on request from the school on 01254 885378.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal

panel. Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's appeal form on Lancashire County Council's website.

### **Academy Admission Appeals**

23. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with admission decisions of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties.

24. The Hyndburn Academy will not consider repeat appeals by the same applicant for the same academic year unless the applicant is able to prove that there has been material change in their circumstance since their previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined by the Governors of the Academy.

### **Withdrawal of an offer of a place**

25. The Hyndburn Academy may withdraw an offer of an Academy place where:

- a) A parent fails to respond to an offer within a reasonable timescale
- b) The place was offered based on a fraudulent or misleading application
- c) A place was offered by the Local Authority, not the Admission Authority, in error.

### **Publication of Admission Arrangements**

26. The Academy will publish its admission arrangements annually once these have been determined by:

- a) Copies being sent to primary and secondary schools in the LA;
- b) Copies being sent to the offices of the LA;
- c) Copies being made available without charge on request from the Academy;
- d) Copies being sent to public libraries in the area of the LA for the purpose of being made available at such libraries for reference by parents and other persons.

27. The Published arrangements will set out:

- a) The name and address of the Academy and contact details;
- b) A summary of the admissions policy, including oversubscription criteria;
- c) Numbers of places and applications for those places in the previous year; and
- d) Arrangements for hearing appeals.

### **Representations about Admission Arrangements**

28. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies that it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Academy.

Where he judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

- (i) Those consulted have the right to ask the Academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed published admissions number. The Secretary of State will consult the Academy and will then determine the published admission number.
- (ii) In addition to the provisions at paragraphs 27 and 28 above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed published admissions number.

### **Proposed Changes to Admission Arrangements by the Academy after Arrangements Have Been Published**

29. Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraph 19 above of the proposed variation and must then apply to the Secretary of State setting out:

- a) The proposed changes;
- b) Reasons for wishing to make such changes;
- c) Any comments or objections from those entitled to object.

### **Need to Secure Secretary of State's Approval for Changes to Admission Arrangements**

30. The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has notified and consulted on the proposed changes as outlined at paragraph 19 above.

31. Where the Academy has consulted on proposed changes the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

32. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.

33. Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

### **Monitoring and Review**

34. This policy has been made in accordance with the most recent legislation (The Equality Act 2010). This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of The Governing Body.