

# **Venn Academy Trust**

## **Admissions Policy 2024-2025**

To be reviewed annually

1	Summary	Admissions policy 2024 - 2025 – Venn Academy Trust schools			
2	Responsible person	Head of School			
3	Accountable SLT member	Head of School			
4	Applies to	All staff Support staff Teaching staff			
5	Who has overseen development of this policy	Sheila Wallace-Marshall			
6	Who has been consulted and recommended policy for approval	Governors			
7	Approved by and date	October 2022			
8	Version number	1			
9	Available on	Every	Y N	Trust website Academy website SharePoint	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N Y N Y N
10	Related documents (if applicable)				
11	Disseminated to	Trustees/governors All staff Support staff Teaching staff			
12	Date of implementation (when shared)	October 2022			
13	Consulted with recognised trade unions	Y <input checked="" type="checkbox"/> N			

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## **1. Background**

### **Venn Academy Trust Schools**

#### **Hull schools**

Griffin Primary School  
Mountbatten Primary school  
Thorpepark Primary School

#### **Doncaster schools**

Brooke Primary School  
Marshland Primary School  
New Pastures Primary School

The Academy Trust is the admission authority and is responsible for setting admission arrangements.

The Local Authorities of Hull and Doncaster continues to be responsible for coordinating all admissions in their area and making offers of places.

Further details on how to apply for a school place can be found at [www.hullcc.gov.uk/admissionsfor](http://www.hullcc.gov.uk/admissionsfor) Hull schools and at [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk) for Doncaster schools.

## **2. Admission arrangements**

The admission arrangements explain how children will be admitted into Reception (FS2) in Venn schools at the beginning of the school year in September. It also explains how children from Reception to Year 6 are admitted outside the normal admission round, known as an “In-year transfer”.

It also explains the procedure if a school is oversubscribed

The admission arrangements set out how many children the schools will admit and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available.

Applications for pupils having Education Health Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. When a school is named in a child’s EHCP, following consultation with the Head and Governors, the governing body are required to admit the pupil.

If there are fewer applications than places available, all applicants will be allocated a place.

After the allocation of pupils with an EHCP, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below in the academic year 2023-2024:

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Children who were previously looked after but ceased to be so because they were adopted, have a child arrangement order or a special guardianship order. 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 because of being adopted".  
(see notes (i) and (v))
2. Being resident in the catchment area of the school (see note (ii))
3. Having a brother or sister who will be attending the school at the expected time of admission (see note (iii) below)
4. Geographical, with priority given to those living nearest to the school (see notes (iv) and (iii) below)

Criteria 4 will be used as a tie breaker for other criteria after the allocation of children with an EHCP and Looked After children if the school is full from within any of the other admission criteria.

### **Notes**

- (i) A looked-after child is defined in Section 22 of the Children Act 1989
- (ii) Residence is defined as the normal family address where the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week. Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.
- (iii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g due to separation of natural parents) half-brothers/sisters living at the same address stepbrothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.
- (iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the city. Front entrance of home property (residence) to main entrance of school site is used. This refers to a child living outside the defined catchment area. The Authority will use Routefinder, a computer mapping system, to make measurements.

- (v) The highest priority must be given to looked after children and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

## **2. Appeals**

Any parent refused a place will be offered the right to appeal against the decision. This is likely to occur when the year group is full.

An appeal form and guidance will be included with the allocation letter. The completed form should be returned to the admissions team by the date specified on the appeal form.

Appeals for normal round admissions will be heard within 40 academy days of the closing date for appeals by an independent appeal panel arranged locally and 30 days for in-year admissions.

For more information, please contact:  
Admissions team  
Children and young people's services  
Hull City Council Treasury Building  
Guildhall Road  
Hull HU1 2AB

Tel: 01482 300 300      Email: [lsadmissions@hullcc.gov.uk](mailto:lsadmissions@hullcc.gov.uk)

An appeal will be heard before an independent appeals panel and will be managed by the Local Authority.

## **3. Waiting lists**

If a child is refused admission to the school the child's name is placed on a waiting list.

The waiting list is based on the published criteria.

All names are kept on that list until at least the end of the Autumn term of that year.

The list is maintained by the Local Authority Admissions Team.

## **4. Deferred entry**

Parents may defer the date their child is admitted until later in the year, but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year in which the place was offered.

Where parents wish, a child may attend part-time until later in the year, but not beyond the point at which the child becomes statutory school age.

**5. Request for the admission of a child outside the normal age group**

Parents may request a place for their child outside of their normal age group. Any parent asking to do so must make this clear at the time of application and the reasons for the request.

**6. A child who is in the school nursery currently**

A child in the school nursery is not entitled to a place in the school automatically.

**7. Published admissions number**

The published admission number for the school year 2023-2024

Primary School	Published admission number
Griffin	60
Mountbatten	45
Thorpepark	60
Brooke	60
Marshland	30
New Pastures	40