



Transforming Lives  
EDUCATIONAL TRUST



**Admissions Policy  
for Henry Hinde  
Infant School**

**2025-2026**

## Version Control

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## 1 – The TLET Way

Transforming Lives Educational Trust (TLET) is a family of academies. Every TLET policy is rooted in and reflects our ambitions for pupils, students and wider stakeholders alike. Our ambitions are to **Nurture Potential, Inspire Community and Deliver Excellence.**

### OUR AMBITIONS - As a Trust family, our shared ambitions drive everything we do, we call this ‘The TLET Way’.

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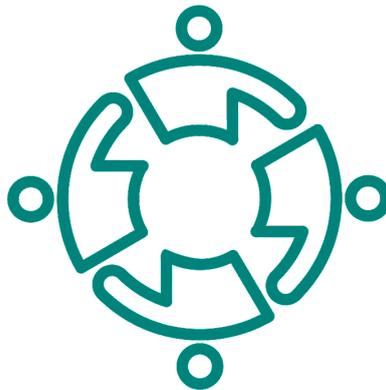
Through the transformative values of courage, kindness and loyalty, together we:



#### NURTURE POTENTIAL

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We flourish in the places we create together.



#### INSPIRE COMMUNITY

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We champion each other to make a difference.



#### DELIVER EXCELLENCE

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We strive to achieve our best.

## 2 – Definition of Terms

**Admission Authority** - The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, For Academies, this body is the Academy Trust.

**Admission Arrangements** - The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

**Admission Number (or Published Admission Number – (PAN)** - The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

**Determination Year** - The school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.

**Oversubscription** - Where a school has a higher number of applicants than the school's published admission number.

**Oversubscription Criteria** - This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

**The Academy**- Henry Hinde Infant School

**The Trust**- Transforming Lives Educational Trust.

**Waiting Lists** - A list of children held and maintained by the admission authority when the school has allocated all its places, on which children are ranked in priority order against the school's published oversubscription criteria.

## 3 – Rationale and Statutory Requirements

3.1 This policy is subject to The School Admissions Code ('the Code') which was issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998')<sup>1</sup>. The Code has been made following a consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

This Code came into force on 1 September 2021 and, unless otherwise stated, applied with immediate effect. The Code applies to admissions to all maintained schools in England. It should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England.

3.2 This Code imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions by the bodies listed below:

- a) Admission authorities of maintained schools as defined in Section 88(1) (a) and (b) of the SSFA 1998
- b) Governing bodies and local authorities (when not admission authorities)
- c) Schools Adjudicators
- d) Admission Appeal Panels.

These bodies have a statutory duty to act in accordance with the relevant provisions of the Code.

It is the responsibility of admission authorities to ensure that admission arrangements are compliant with this Code.

Where a school is their own admission authority, this responsibility falls to the governing body or Academy Trust.

- 3.3 All admission authorities must determine their admission arrangements, including their PAN, every year, even if they have not changed from previous years and a consultation has not been required by 28 February in the determination year. Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements (this policy) on the school's website or their own website (in the case of a local authority) by 15 March in the determination year and continue displaying them for the whole offer year (the school year in which offers for places are made). Admission authorities must also send a copy of their full, determined arrangements to the local authority as soon as possible before 15 March in the determination year.

## 4 – Scope

This policy refers to:

<b>Parents/Carers</b>	✓	<b>Trustees</b>	✓
<b>Employees</b>		<b>Volunteers</b>	
<b>Pupils/Students</b>		<b>Visitors</b>	
<b>Governors</b>	✓	<b>Community</b>	

## 5 – Principles

- 5.1 As the Admission Authority, TLET will ensure that the practices and the criteria used to decide the allocation of school places are fair, clear, and objective.
- 5.2 As the Admission Authority, TLET will not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil.
- 5.3 Parents should be able to look at this set of arrangements and understand easily how places for that school will be allocated.

## 6 – Policy Statement

- 6.1 The planned admissions number (PAN) is the number of pupils a school will submit if sufficient applications for places are received. Henry Hinde Infant School's PAN is 60 per year cohort. This is the number of pupils which will be admitted to the Reception cohort. If the number of applications is lower than the academy's admissions number, all applicants will be admitted.
- 6.2 Admission above this number would breach the infant class size limit restricted to 30 pupils per teacher. Additional children may be admitted under very limited exceptional circumstances as set out in the School

Admissions Code. When admitted, these children will remain an 'excepted pupil' for the time that are in an infant class or until the class numbers fall back to the current infant class size limit. The 'excepted' children are:

- Children with Statements of Special Educational Needs/Education, Health and Care Plan admitted outside the normal admissions round;
- Looked after children and previously looked after children admitted outside the normal admission round;
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal;
- Children who move into the area outside the normal admission round for whom there is not other available school with reasonable distance;
- Children of UK service personnel admitted outside the normal admission round;
- Twins and children from multiple births when one of the siblings is the 30th child admitted;
- Children with SEND who are normally taught in an SEND unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

6.3 The academy admits children to Reception in the Autumn Term after their fourth birthday. Children will usually be admitted before statutory school age, at the beginning of the academic year in which they reach five years of age without reference to ability or aptitude. However, in exceptional circumstances, parents can request that the date their child is admitted is deferred until later in the academic year or that their child takes up the place part-time. Any such request will be considered on a case-by-case basis by the Local Governing Body and Warwickshire Admissions Service.

6.4 Transforming Lives is the Admission Authority and the admissions process forms part of Warwickshire County Council's co-ordinated scheme.

6.5 Priority Areas - Each school in Warwickshire has an area identified as its priority area. A small number of schools share priority areas; these are known as shared priority areas. Full details of priority areas, including interactive maps, are available on the Warwickshire County Council website - <https://www.warwickshire.gov.uk/school-admissions-appeals/priority-area-map-infant-primary-schools/2>

## 7 - Procedure

7.1 Parents may apply to the academy using the Warwickshire County Council parent portal. Further details can be found here - <https://www.warwickshire.gov.uk/homepage/421/applying-for-a-primary-school-place> The applications process opens in November 2024 and the deadline for applying for an Infant school place is in January 2025. Warwickshire Admissions Service will inform parents whether or not a place can be offered to your child on National Offer Day in April 2025 before the start of the academic year in September 2025.

7.2 **Late Applications** - Applications received after the closing date are late. Late applications will be considered after those received on time. A late application will only be considered alongside on-time applications if there is written evidence of exceptional and compelling reasons for the late application. Such circumstances will be considered by the admissions authority (TLET) and Warwickshire Admissions Service.

7.3 **Oversubscription Criteria** - Where applications for admission exceed the number of places available, the following oversubscription criteria will be applied in the order set out below.

Children with an Education, Health and Care Plan<sup>1</sup> that names Henry Hinde Infant School will be offered a place first. This will reduce the number of places available.

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<sup>1</sup> An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

## Oversubscription criteria:

1. Children who, at the time of admission, are in care of a local authority or are provided with accommodation by the authority (looked after children). Also, children who were previously looked after but ceased to be so because they were adopted or became subject to child arrangements order or a special guardianship order 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. A looked-after child is defined in Section 22 of the Children Act 1989.<sup>2</sup>
  2. Children living in the priority area who have a sibling<sup>3</sup> at the academy in Year 1 and Year 2 at the time of admission;
  3. Children living in the priority area who have a sibling at Henry Hinde Junior School at the time of admission;<sup>4</sup>
  4. Children living in the priority area;
  5. Children of a permanent member of staff<sup>5</sup> at Transforming Lives Educational Trust who has been employed for a period of more than two academic years at the time when the application is made;
  6. Children living outside the priority area who have a sibling at the academy in Year 1 and Year 2 at the time of admission;
  7. Children living outside the priority area who have a sibling at Henry Hinde Junior School at the time of admission;
  8. Children living outside the priority area.
- 7.4 **Distance** - Within all criteria, places will be offered in accordance with distance between the child's home address (see below) and the academy (shortest distance = highest priority). Warwickshire Admissions Service uses a Geographical Information System (GIS). Distance will be calculated by the straight line measurement from the address point coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ("centroid") of the academy. (All distances are subject to changes which may occur with updates of mapping data). This applies equally to those living inside and outside the County's boundary. Where the distance from home to the academy is identical, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out independently of the academy by Warwickshire Admissions Service.
- 7.5 **Home address** - The child's home address is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides, and which is the usual address of the parent/carer with main responsibility for the child. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions

<sup>2</sup> 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) at the time of making an application to a school. 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in this document mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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. A copy of any relevant documents may be requested by Warwickshire Admissions Service as evidence at any time during the admissions process.

<sup>3</sup> Definition of sibling in this context: For the sibling criterion to be applicable one of the following conditions must exist: \* brother and/or sister to be permanently resident at the same address \* stepbrother and/or stepsister to be permanently resident at the same address \* half brothers and/or half sisters to be permanently resident at the same address

<sup>4</sup> If you are also applying for a Year 3 place at the partner junior school for another child, for entry in September 2022, please be aware that they will not be considered as a sibling link for the infant school applicant until after that child has been offered a place at the junior school and you have confirmed your acceptance of the Year 3 place.

<sup>5</sup> Definition of staff member: Staff refers to any person employed by the Governing body of the school, or if employed by another organisation who works wholly or mainly in the school. They must meet the following criteria:

- All full-time teaching staff
- All full-time support staff – defined as those on 37 week and above contract
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more the definition does not include contract or peripatetic staff

purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire Admissions Service using a random number generator to determine which application to process. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friend's or relative's address will not be considered for allocation purposes. Addresses involved in child-minding arrangements (professional or with relatives) are excluded. If a child's home address changes during the admissions process, it is the responsibility of the parent/carer to inform Warwickshire Admissions Service immediately. Where there is a proposed house move taking place during the admissions process Warwickshire Admissions Service may only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by its deadlines. Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place can be withdrawn.

- 7.6 **Multiple Births** - Where there is a family of multiple births and they receive the 60th place, the academy will accept all children from the multiple-birth residing at that household over the PAN.
- 7.7 **Admission of children outside their normal age range** - Parents may request that their child is admitted outside their normal age group eg. a request for a summer born child to attend Reception in September following their fifth birthday, rather than Year 1. To do so parents should include a request with their application, specifying why admission outside of normal year group is being requested and the year group in which they wish their child to be allocated a place. When such a request to Warwickshire Admissions Service is made, TLET will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent/carer.
- 7.8 **Waiting Lists** - TLET, as the Admissions Authority, will maintain a clear, fair, and objective waiting list until at least 31 December of each school year of admission. The waiting list is compiled in strict priority order against the published oversubscription criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria so a child's position can move both up and down the waiting list as other children are added. Offers will be made from the waiting lists as vacancies arise. The school may contact parents to ask them to confirm if they wish their child(ren) to remain on the waiting list.
- 7.9 **Appeals** - All applicants refused a place have a right to appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Warwickshire Admissions Service for information on how to appeal. Information on the timetable for the appeals process is available at <https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement>
- 7.10 **In-Year admissions** - Families interested in an in-year place at the academy should contact Warwickshire Admissions Service in the first instance. Applications can then be made directly to Warwickshire Admissions Service, which coordinates in-year admission arrangements. Further details can be found at <https://www.warwickshire.gov.uk/moving-schools-within-school-year>
- 7.11 **Fair Access Protocol** - The academy participates fully in Warwickshire's In-Year Fair Access Protocol.
- 7.12 **Children of UK service personnel (UK armed forces)** - For families of service personnel with a confirmed posting to their area, a place at the academy will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria.

## 8 – Monitoring

- 8.1 It is the responsibility of the Board of Trustees, and those to whom they delegate authority, to ensure that the principles and procedures of this policy are adhered to. The use of this policy will be subject to routine monitoring to ensure its fidelity in practice.
- 8.2 This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any individual (with due regard to their protected characteristics), and it helps to promote equality across the Trust.