JACK HUNT
ACADEMY

Hard Work, Integrity and Kindness.

Admissions Policy
For 2027-28 Admissions

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1. Policy Statement

1.1. At the heart of our mission is the belief that every individual has untapped potential waiting to be unlocked. By fostering an environment that challenges and supports growth, we want to create pathways for social mobility. By providing the right tools, guidance, and opportunities, we enable each person to overcome barriers and reach their fullest potential.

1.2. We want our schools to not only places of learning but vibrant communities where every person feels they truly belong. Within this students, teachers, and support staff alike should feel they are developing and succeeding. This success should be an achievable reality for all, irrespective of background or circumstance. It may be quite different for each of us, but the key is the feeling of pride in doing well and enjoyment of the journey.

1.3. We are committed to building inclusive environments where the uniqueness of every individual is celebrated, and where collective growth is the norm.

2. Aims

2.1. This policy aims to:

a) Explain **how to apply** for a place at the school.

b) Set out the school's **arrangements for allocating places to the pupils** who apply.

c) Explain **how to appeal** against a decision not to offer your child a place.

3. Legislation and statutory requirements

3.1. This policy is based on the following advice from the Department for Education (DfE):

a) School Admissions Code 2021

b) School Admission Appeals Code 2012

3.2. As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

4. Definitions

4.1. The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

4.2. **Children in care (CiC)** are children who, at the time of making an application to a school, are:

a) In the care of a local authority in England, or

b) Being provided with accommodation by a local authority in England in exercise of its social services functions.

4.3. **Previously looked after children** are children who were looked after, but ceased to be so because they:

a) Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

b) Became subject to a child arrangements order, or

c) Became subject to a special guardianship order.

4.4. Children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.

4.5. A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4.6. **Siblings** are included if the child will be on roll at the school at the time that the applicant child would start at Jack Hunt Academy in compulsory education. Therefore if a child was applying as a sibling link the application would be eligible if the sibling was in Years 7 through to Year 11 (but only if the sibling was in Year 11 when the child started in Year 7). If the sibling was to be in Years 12 or 13 this is not a sibling link as there is no guarantee that the child will remain at the school's sixth form. In addition, Years 12 and 13 are not compulsory school age (a child could attend a college instead).

5. How to apply

5.1. For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in ranked order.

5.2. You will receive one offer for a school place directly from your local authority.

6. Requests for admission outside the normal age group

6.1. Parents are entitled to request a place for their child outside of their normal age group using the usual admission process.

6.2. Parents should apply directly to Peterborough Local Authority if they wish to formally delay or accelerate their child. PCC will then write to the school that the family places as a preference along with the previous / current school to gain information and will consult with all to discuss the needs of the child and the suggested outcome.

6.3. All parties will receive written confirmation to advise of the outcome of the delay / acceleration panel.

6.4. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

a) Parents' views.

b) Information about the child's academic, social and emotional development.

c) Where relevant, their medical history and the views of a medical professional.

d) Whether they have previously been educated out of their normal age group.

e) Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

f) The headteacher's views.

6.5. Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in Section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

6.6. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

7. Allocation of places

7.1. Admission number

For September 2027, the school has an agreed Published Admissions Number (PAN) of 330 pupils for the year of entry (Year 7). The school offers to a maximum of 330 pupils within each year group.

7.2. Oversubscription criteria

All children whose education, health and care plan (EHCP) names the school will be admitted before any other places are allocated. Parents must visit the school, by arrangement, before naming Jack Hunt Academy on the EHCP, so that they are confident that the school has the facilities and resources to meet their child's needs. In addition, the school must be confident that they have the facilities and resources to meet the child's needs.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

i. Children in care - children who appear to the Admission Authority to be in state care (i.e. a child whose parental responsibility lies within an admissions authority) or children who have previously been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted, or cease to be so due to a special guardianship order, or child arrangement order (as detailed within our definitions of children in care /Previous children in care).

ii. Children living in the catchment areas for the following primary schools:-

iii. Gladstone Primary Academy, Highlees Primary School, Longthorpe Primary Academy, Nova Primary Academy, Ravensthorpe Primary Academy, Thorpe Primary Academy and West Town Primary Academy. This includes children living within the above primary school catchments area but who may be attending other primary schools.

iv. Children of Members of Staff - Up to 5 places in any one academic year for children of permanent employees whose place of work is Jack Hunt Academy at the time of admission. Where the member of staff has been employed for more than 2 years and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. Where more than 5 applicants are received preference will be given to permanent employees with the longest period of continuous employment by the school.

v. Children of Siblings - Where the child has a brother or sister attending the school at the time of admission (the definition of brother or sister is contained in the local authority admissions booklet issued by your primary school).

vi. Children attending one of the Keys Academies Trust primary schools:- Nova Primary Academy, Longthorpe Primary Academy, Ravensthorpe Primary Academy and Thorpe Primary Academy.

vii. Any other applicant who applies – these children will be ranked as 'Distance'

7.3. Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the Ordnance Survey's (OS) Address-Base dataset. It is used to locate individual and school addresses using grid references as seen points.

A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week and will be the address listed first on the application form.

Where the distance between two children's homes and the school is the same, a random allocation will be used to decide.

The application procedures and timescales for Year 7 are described in the coordinated scheme for Secondary Schools Admissions set out on the Peterborough City Council's website.

8. In-year admissions

8.1. You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school, following a visit to confirm that the school can meet their needs, will be admitted.

8.2. Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

8.3. If there are no spaces available at the time of your application, your child's name will be added to a Waiting List for the relevant year group. When a space becomes available it will be filled by the child who is number 1 on the waiting list at the time of the allocation. Waiting lists are held in accordance with the oversubscription criteria listed in section 7.2 of this policy. Priority will not be given to children on the basis that they have been on the list the longest.

8.4. Waiting Lists will be maintained by the school until the end of the academic year. Waiting Lists will then be cleared automatically at the end of each academic year. If a family then wish to apply for a place at the school for the next academic year, they will need to submit a new application form.

9. Appeals

9.1. If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals by the Local Authority. If you wish to appeal, you must complete the appeal form available on the link below.

The appeals team can be contacted on: appealsservice@peterborough.gov.uk

9.2. For further information on appeals please visit: https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/school-admissions-appeals

10. Monitoring arrangements

10.1. This policy will be reviewed and approved by the Keys Academies Trust Board of Trustees every year.

10.2. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), Keys Academies Trust will publicly consult on these changes.

11. Admission to the Sixth Form

11.1. Keys Academies Trust is the Admissions Authority for the school and responsible for admissions to the Sixth Form.

11.2. The school welcomes applications from external applicants as well as those currently at the school. The capacity for the Sixth Form is 300 places which is a combined figure for both Years 12 and 13.

11.3. The Published Admission Number for external students to join the Sixth Form is 10 places each year.

11.4. Admission to the Sixth Form:

a) Admission to the Sixth Form will be considered for students currently in Year 11 at the school and from those external to the school.

b) The application process for places in the Sixth Form will be the same for Year 11 students currently at the school and those external to the school.

c) The entry requirements for admission will be the same for Year 11 students currently at the school and those external to the school.

d) A conditional offer of a place to external applicants will only be made on the basis of a satisfactory reference from their previous school / college and availability of spaces in chosen subject areas.

e) All applications must be received by the published date (please see the website).

11.5. Minimum Entry Requirements

All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen.

For entry onto A Level courses the minimum entry requirement is six full course GCSEs at Grade 4 or above including a Grade 4 in English Language and Mathematics at GCSE. For some courses there is no requirement to have studied the subject prior to the Sixth Form. Students may include one Vocational qualification such as BTEC or Cambridge National Course as part of their six 9-4 but may find 3 A Level courses extremely challenging with this profile.

For some individual subjects a grade 5 or 6 in Mathematics will be required. There are also specific subject requirements for Science A Levels. Please check the individual subject pages carefully to note these requirements.

Students will be required to study a minimum of three subjects in Year 13 to full A Level Award.

11.6. Applications

Applications should be made through UCAS Progress.

11.7. Oversubscription Criteria

The over-subscription criteria for the Sixth Form will be applied where the number of external applicants who meet the minimum entry requirements for the Sixth Form exceeds the published admission number and admission will be determined in accordance with the following admissions criteria:

i. Children in care – Children previously in care - (children in public care) and children who were in care, but ceased to be because they were adopted (or became subject to a residence order or special guardianship order).

ii. Children living in the catchment areas of primary schools:

Gladstone Primary Academy, Highlees Primary School, Longthorpe Primary Academy, Nova Primary Academy, Ravensthorpe Primary Academy, Thorpe Primary Academy and West Town Primary Academy. This includes children living within the above catchments who may have attended other primary schools.

iii. Students who have physical impairment or who are deaf for which the school has an enhanced resource provision.

iv. Children of Members of Staff - Up to 5 places in any one academic year for children of permanent employees whose place of work is Jack Hunt Academy at the time of admission. Where the member of staff has been employed for more than 2 years and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. Where more than five applications are received preference will be given to permanent employees with the longest period of continuous employment by the school.

v. Where the child has a brother or sister attending the school at time of admission (the definition of brother or sister is contained in the local authority admissions webpages).

vi. Any other applicant. – These children will be ranked as 'Distance'

Where the number of applicants exceeds the number of places within any of the above criteria priority will be given to those living nearest the school measured in a straight line between the centre of the home address and the centre of the school site.

11.8. Late Applications

Where the over-subscription criteria are used, applications received from external applicants after the published date will be considered last.

11.9. False Information

Where governors have made an offer of a place in the Sixth Form on the basis of an intentionally misleading application the offer of a place will be withdrawn.

Where the oversubscription criteria are used, applications received from external applicants after the published date will be considered last.

11.10. Appeals

Any student refused the offer of a place in the Sixth Form has the right of appeal to an independent appeals panel. (Please see section 8 for the appeals process)