HumberEducationTrust
Where everybody counts, every moment matters.

Adopted by Cambridge Park Academy

Admissions Policy 2027-2028

Approved by:	Trust Board
Created:	September 2017
Amended:	July 2025
New review date:	July 2026

These admission arrangements explain how pupils will be admitted into the reception year (FS2) at the beginning of the school year and into years R-6 outside of the normal admissions round in academies within Humber Education Trust (HET), including how many children. It also sets out the procedure if the academy is oversubscribed.

Admission to 2 year old provision, for those meeting the eligibility criteria, and admission to nursery (FS1) is determined by each school's Local Governing Body.

The following primary schools are part of Humber Education Trust:

- Adelaide Primary School, Hull
- Broadacre Primary School, Hull
- Bude Park Primary School, Hull
- Bursar Primary Academy, Cleethorpes
- Christopher Pickering Primary School, Hull
- Clifton Primary School, Hull
- Highlands Primary School, Hull
- Kingswood Parks Primary School, Hull
- Maybury Primary School, Hull
- Neasden Primary School, Hull
- Parkstone Primary School, Hull
- St Nicholas Primary School, Hull
- Woodland Primary School, Hull

The Academy Trust is its own admissions authority; this means it is responsible for setting its own admissions arrangements. These arrangements are informed by DfE advice / guidance and comply with DfE statute cited at the end of this document. The Local Authorities continue 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 in Hull can be found at www.hullcc.gov.uk/admissions and in North East Lincolnshire at www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-admissions/.

The closing date for applications is ***12th January, 2026*** unless there are exceptional circumstances. After this date applications will be considered after those which were submitted on time.

Applications for pupils having an **Educational Health and Care Plan** will be dealt with in accordance with the Code of Practice on Special Educational Needs and if one of our schools is named in a child's EHC Plan, the local governing body are required to admit the pupil. After the allocation of pupils with an EHC Plan, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below.

1. All 'looked **after children'**[1] or 'previously **looked after children'**, including those from outside England[2].

2. Children of **staff** based in the academy (where the member of staff has been employed at the academy for 2 year or more years at the time that the application is made for a place at the academy or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.)

3. Children whose parents reside[3] within the **catchment area** of the academy at the time of application. Proof of residence will be required. (Catchment area is marked on a plan). St Nicholas Primary School does not have a catchment area so applicants are welcomed from any part of the city.

4. Children, with a **sibling[4] who will be** attending the academy at the expected time of admission.

5. Other children by **distance**[5] from the academy, with priority for admission given to children who **live nearest to the academy**.

Criteria 4 and 5 will be used as a tiebreaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of children with an EHCP and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

Pupils moving into the area during the academic year
Parents/carers moving into Hull during the academic year should complete an *In-Year Transfer Form*. This is available from the council website or from the admissions team. This will allow parents to express their preference for a place at the school and give reasons for their preferences.

Admission to Year R – Reception:
- Once allocated a place, a child will be entitled to a full-time place in the September following their fourth birthday.

Compulsory School Age:
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.

Deferred and part time attendance:
- Parents may defer the date their child is admitted into the academy until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year in which the place was offered.
- Where the parents wish, children may attend part time until later in the school year but not beyond the point which they reach statutory school age.
- Parents should discuss part-time or deferred attendance with the Headteacher when a place has been accepted.

Admission of summer born children into reception year:
- Children born between 1st April and 31st August (summer born) do not need to start school until the September following their 5th birthday, a full year after they could first have started school.

Requests for delayed entry and the admission of children outside their normal age group:
Parents may ***request*** a place for their child outside of their normal age group. Any parent wishing to do so should make this clear ***at the time of application*** and their reasons for such a request. Parents do not have the right to insist on their child being admitted into a particular age group – this is a decision for the Academy Trust (Admissions Authority).

Any decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include considering a range of evidence, including the views of the parents and the Headteacher. When informing a parent of their decision, the Academy Trust will communicate clearly the reasons for their decision.

There is no statutory right of appeal when a place is offered but it is not in the parents' preferred age group.
(The purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.) Parents may use the school's complaints procedure.

Once a child has been admitted to a school it is for the Headteacher to decide how best to educate them. Any decision to move a child to a different age group should be based on sound educational reasons and made by the Headteacher in consultation with the parents. ***The decision of the Headteacher is final.***

Admission of children of Crown Servants[6]:
- Schools will allocate a school place for families of UK Service personnel returning from overseas to live in their area, in advance of the family arriving in the area, even if there is no confirmed address, provided their application is accompanied by an official letter declaring a relocation date[7].
- If the school is oversubscribed then places will be allocated in accordance with the oversubscriptions criteria.

- Where a parent is unable to provide any confirmation of a relocation address, they are advised to provide an indication of area, narrowed down as far as possible, to which the family intend to return.
- Parents should keep the admission authority informed of any changes to their planned address during the application process and should note that without being able to provide any confirmation of a relocation address, the school may not be able to confirm the allocation of a place.

Waiting Lists
In the event of a place not being available, the academy will maintain a waiting list until the end of the autumn term for all normal round admissions. In the event of either a written request from a parent or an unsuccessful appeal, the LA will maintain a waiting list for all year groups for the duration of the academic year.

Appeals

How to make a formal appeal
An appeal form and guidance will be included with the refusal 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.

Under normal circumstances if the appeal is unsuccessful there is no right of further appeal. The options are then as follows:
- accept a place at the academy allocated
- consider requesting a place at an alternative primary academy which still has vacancies

For more information regarding appeals, please contact:

Hull City Council via www.hullcc.gov.uk/admissions and North East Lincolnshire Council via www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-admissions/.

Our special schools
Humber Education Trust has 4 special schools for children with profound and severe learning difficulties and autism. These are:

- Cambridge Park Academy, Grimsby
- Ganton School, Hull
- Frederick Holmes School, Hull
- Tweendykes School & Sixth Form,Hull

All children and young people attending these schools have an Education, Health and Care Plan (EHCP), which is reviewed annually.

The Local Authority determines which pupils are admitted to the school and supports those pupils placed here. The Local Authority moderates all applications and decides which pupils are most suitable for placement, in agreement with the school. Occasionally assessment places are offered to pupils who are new to the area.

There is an appeal process for families who make an unsuccessful bid for a place at the school for their child.

Published Admissions Number
The published admissions number for the HET schools are as follows:

School	PAN
Adelaide	60
Broadacre	90
Bude Park	30
Bursar	45
Christopher Pickering	60
Clifton	50
Highlands	60
Kingswood Parks	90
Maybury	30
Neasden	30
Parkstone	50
St Nicholas	30
Woodland	30

Notes

1. ***A looked after child'*** is one 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). A previously looked after child is one who was previously looked after but ceased to be so because they were adopted (see Adoption and Children's Act 2002 section 46) or became subject to a child arrangement order (see definition in Section 8 of the children's Act 1989) or a special guardianship order (see the definition in section 14a of the Children's Act 1989)

2. ***A looked after child, or previously looked after child from outside England*** is a child who appears (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.

3. ***Residence*** *is defined as the normal family address where the child resides. The qualification date is the closing date for applications. 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 (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.*

4. ***Sibling*** is defined in these arrangements as natural brothers or sisters (children with the same natural parents who live at the same address or different address), adopted siblings, stepbrothers or sisters and foster brothers and sisters, who reside at the same address and will be attending the academy at the expected time of admission.

5. ***Distance - t****he 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.*

6. ***Crown Servants -*** *Officers employed by departments of the United Kingdom Government, such as FCO, DFID, UKVi,*

7. ***Official letter -*** *UKTi. Official Government letter issued by a Government department e.g. FCO, DFID, UKVi, UKTi.*

- Any reference to EU law should be discounted after 31 December 2020.

References:

School Admissions Code 2014 (Updated January 2021)
DfE Admission of children of Crown Servants (2015)
DfE - Advice on the admission of summer born children (September 2020)
DfE School Admissions Code Appeal 2012 (Updated February 2021)