



# Hartwell Primary School

## Admissions Policy

Hartwell Primary is a Voluntary Controlled academy and, recognising its historic foundation, works to preserve and develop its religious character in accordance with the principles of the Church of England. This includes the active promotion of Christian and British values and the respecting of those of other faiths or none.

Agreed by Governors: March 2019

Review date: April 2020



## **1. Introduction**

This document sets out the admission arrangements for Hartwell Primary School. Hartwell Primary School is a Church of England Academy and serves the Parish of Hartwell. The Governors have responsibility for admissions and the admissions policy. In determining their policy the Governors seek to serve families of the local community, providing education of the highest quality with high moral values at the heart of our provision. We develop trust, self discipline, friendship, good manners and mutual respect for each other and the environment.

## **2. Priority Area**

The school serves the priority area of the Parish of Hartwell.

## **3. Starting School**

As a Primary School (4 -11yrs) Hartwell admits children in the September following their fourth Birthday, the children stay until they transfer to Secondary School in the September following their eleventh Birthday.

Parents who are considering Hartwell as the school for their child are encouraged to make an appointment to visit the school and meet the Head Teacher.

All applications for FS2 are administered through the Local Authority Admissions Service and considered together during the Spring Term, in line with dates published by the Northamptonshire Local Authority's School Admissions Service. Places are offered in the Spring for the following September.

## **4. Timetable for Admissions to FS2/Reception class**

Applications should be made using the application form attached to the Primary Admissions Booklet produced by the Local Authority with parents naming Hartwell Primary School as one of their preferences. The Governors have adopted the closing dates set out in this booklet including those for late applications.

Governors are responsible for the allocation of places. Northamptonshire Local Authority will write, on behalf of Hartwell Primary School, regarding the outcome of any preference made in accordance with the timetable produced in the Primary Admissions Booklet.

## **5. Late Applications**

Late applications i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed by the Admissions Service.

## 6. Waiting List

If the school is oversubscribed for children due to start in Reception or in any other year group where a request for a place has been made, a waiting list will be maintained by the school. At the start of the autumn term or during the course of the year, parents may request that the names of children for whom a place is unavailable be put on the waiting list by confirming this in writing or verbally to the school.

The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This means that a position on the list will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant. Names will only be removed from the list if a written or verbal request to do so is received or if the offer of a place is made and taken-up or declined.

## 7. Deferred entry to primary school

Parents may defer their child's start date until later in the school year or until the term in which the child reaches compulsory school age if they so wish. If in deferring the start date, the child would be starting school in the following September, a fresh application should be made by the parent and a year one place would be offered if available.

## 8. Infant class size "exceptions"

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

## 9. In-Year Admissions

Parents should apply via Northamptonshire Local Authority Schools Admissions Service, which coordinates admissions throughout the course of the year.

Application details will be forwarded to the governing body for consideration. If the number of children already admitted to the appropriate year group is lower than the published admission number, a place will be offered. If there are more applications than places available in the year group concerned, the governing body will apply the over-subscription criteria to all the applications and make offers up to the admission number in criteria order. No admission will be made to an infant class where the regulatory class size limit of 30 children would be breached by doing so.

## 10. Over-subscription Criteria

When the school has more applications than there are places available, the Governors will admit pupils according to the following criteria listed in order of priority.

The Governors will give priority to children with an EHC Plan which names the school as the most appropriate school in meeting the needs of the child.

### Criteria:

- i. 'Looked after children', that is children in public care or previously in public care but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order
- ii. Children with specific medical and social needs where professionals have clearly identified that the school can best meet the needs of the child (see social/medical need definition/evidence required below).
- iii. Children of teaching staff employed by the Academy at the date of admission (see definition below).
- iv. Children living with their parents/legal guardians in the civil Parish of Hartwell who also have a sibling attending the school at the time of admission (see residence definition below).
- v. Children living with their parents/legal guardians in the civil Parish of Hartwell (see residence definition below).
- vi. Children with a sibling attending the school at the time of admission (see definition below).
- vii. Proximity of the child's permanent residence to the school, with those living nearer to the school being accorded higher priority. As detailed in the "tie breaker".

### Tie breaker:

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the address point of the school, (priority being given to the children who live closer to the school).

Distances are measured on a straight line basis from the address point of the child's home to the address point of the School, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master

Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (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 (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

### **Social/Medical need definition/evidence required**

If you believe that your child has exceptional medical or social needs you will need to provide evidence of this from an appropriate professional. The needs must relate to your child and the evidence must detail how the needs of your child can only be met at your preferred school. This can be sent in a sealed envelope if you prefer. If accompanied by a professional's letter, they **MUST** demonstrate in their judgement why Hartwell Primary School can meet your child's needs, and also demonstrate why other local schools cannot meet your child's needs. It is not sufficient for a professional to say in their judgement only Hartwell Primary School can meet your child's needs, they must state why schools B or C cannot meet the needs.

The decision as to whether the application is met by this criteria is made by the School Governors.

### **Residency Definition**

The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week. Parent/s / legal guardian(s) may be asked to produce evidence of residency/home address at any time during the admissions process.

### **Definition of Staff**

Staff is defined as where the permanent member of teaching staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.

### **Definition of Siblings**

The definition of a brother or sister, sometimes referred to as a sibling:

- A brother or sister sharing the same parent;
- A half-brother or half-sister, where two children share one common parent;
- A step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted children.

A brother or sister must be living at the same address when the application is made.

## **11. Multiple Births**

Where the final place in any year group is offered to one of twins or other multiple births it is the responsibility of the parent(s) to decide which child, if any, will take up the place.

## 12. Appeals

If a child is refused admission to the school either for September entry or during the course of the year, the parents have formal rights of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body. The independent Admissions Appeals Panel is arranged by Peterborough Diocese Board of Education. The Governors cannot consider repeat appeals in the same year unless there has been a significant change in circumstances.

## 13. Admission of children below compulsory school age and deferred entry to school

Children are required to start their compulsory education from the beginning of the term following their 5<sup>th</sup> birthday (based on a 3 term year with terms starting in September, January and April). In Hartwell Primary School, children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5<sup>th</sup> birthday.

Deferred entry:

Parents/carers can request that entry to the School is deferred until later in the same school year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter). If such a request is made the School is required to hold the place for the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the Summer term.

Any parents/carers considering deferring their child's admission to school are recommended to discuss this with the Headteacher.

### Admission of children out of their normal age group

- Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health. Additionally;
- Parents/carers of a summer born child (i.e. a child born in the period from 1<sup>st</sup> April to 31<sup>st</sup> August) may not want to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1 – *please refer to the section on Summer Born children below.*

### Process for requesting a place out of normal age group (*not Summer Born*)

Parents/carers may seek a place for their child out of their normal age group. If parents/carers wish to do so, they must contact the Headteacher at the School.

The Admissions Committee of the School Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- ❖ the parent's/carer's views;
- ❖ information about the child's academic, social and emotional development;
- ❖ where relevant, the child's medical history and the views of a medical professional;
  
- ❖ whether the child has previously been educated out of their normal age group;
- ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- ❖ the Headteacher's views.

Please note – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

### **Requests for admission out of normal age group (*Summer Born children*)**

- Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the School Governing Board which is responsible for administering the admission arrangements at the School. The request needs to be accompanied by reasons for such a request and should be made by 1<sup>st</sup> December of the year prior to the year the child should enter Reception if they had not requested to defer applying.
- The Admissions Committee of the School Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:
  - ❖ the parent's/carer's views;
  - ❖ information about the child's academic, social and emotional development;
  - ❖ where relevant, the child's medical history and the views of a medical professional;
  - ❖ whether the child has previously been educated out of their normal age group;
  - ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
  - ❖ the Headteacher's views.

What happens next?

- The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision. (*For details of when a child has to start school - see paragraph 1 above - "Admission of children below compulsory school age and deferred entry to school"*);
- If the Admissions Committee agrees to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.



Please note – in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to

a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;

- If the Admissions Committee does not agree to the application being deferred, there is no right of appeal against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15<sup>th</sup> January or make an in-year application for a Year 1 place at the appropriate time.

### 13. Contacts

For further information please contact:

**Admissions:** Mrs Jamie Pardon, Head Teacher, Hartwell Primary School, 01604 862880

**Appeals:** Enquiries should be made via the school who will then direct the appeal through Peterborough Diocese Board of Education

**Primary Admissions Booklet and Application Form:** Northamptonshire Local Authority Admissions Service 01604 236828 or [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)

**School Email:** [head@hartwell.northants-ecl.gov.uk](mailto:head@hartwell.northants-ecl.gov.uk)