

## **HUTTOFT PRIMARY SCHOOL (Academy)**

### **Policy for Admission 2016/17**

Huttoft Primary School is a 4 – 11 years Academy School for which the Governing Body is the Admission Authority, responsible for both admissions and administering Appeals. The Governing Body determines all decisions about admissions including this Policy. It admits pupils regardless of ability, gender, colour, race, creed, disability or wealth.

#### **Process of application**

Arrangements for applications for places in Reception at Huttoft Primary School will be made in accordance with Lincolnshire County Council's coordinated admission arrangements; parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), parents resident in other areas must apply through their home local authority.

Huttoft Primary School will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

#### ***First Admission (Reception)***

Huttoft Primary school provides for the admission of all children in the September following their fourth birthday. Where we have offered a child a place at our school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school 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 final term of the school year for which it was made, whichever is the sooner;
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

Parents of summer born children deferring admission until the child starts Year 1 risk losing the offered school place.

*Admission to Other Year Groups*

Applications for admission to other year groups are welcomed throughout the year. This includes applications for a place in the current Reception class.

**The School's published Admission Number is 23.**

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

**In the event of over subscription i.e., the number of applicants for admission exceeds the number of places available, (23) the Governors will allocate places according to the following criteria when a vacancy arises, in the order set out below:-**

- i) children who are, or have previously been looked after**
- ii) children who have a brother/sister currently attending the School at the time a place is required.**
- iii) children living within the communities of Huttoft, Huttoft Bank, Mumby, Cumberworth, Anderby and Anderby Creek**
- iv) medical reasons, supported by a doctor's certificate, stating why the School is appropriate**
- v) children living nearest to the School, measured electronically by straight line distance from the post office address point of the home to the post office address point of the school.**

If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

If none of the above are applicable, and a parent wishes to Appeal to an Independent Panel against refusal of a place at Huttoft Primary School for their child, such an appeal should be made in writing to the Clerk to the Governors at the School.

## **Definitions and Notes**

### ***i) Looked after children and all previously looked after children***

*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).*

*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.*

*This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

### ***ii) Brother or sister***

*A full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.*

### ***Twins and other siblings from a multiple birth***

*In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as*

*necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation.*

***Brothers and sisters in the same year group***

*Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to go above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child.*

**iii) Home Address**

*By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.*

*Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.*

*If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.*

*The nearest address to the school is found by measuring the distance from your home address to the school by straight line distance. We do not measure to any other schools. Distance is measured electronically using the post office address point of the home to the post office address point of the school.*

**Service Children**

In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad, the following arrangements have been adopted. For late co-ordinated applications and mid year applications the school will aim to remove any disadvantaged to UK service personnel (UK Armed Forces) by applying the school's oversubscription criteria to their address. The school will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the governors will be asked to consider admitting providing all

children in public care and siblings have already been admitted and there is no child with higher priority under the oversubscription criteria on the reserve list. This will be irrespective of the fact that the school has had appeals or appeals are scheduled.

It maybe that the governors still cannot admit because of organisational or curriculum difficulties within the school.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. We allocate a school as soon as possible by applying the policies and practices that we normally follow.

**Notes:**

1. Reserve list  
For admission into the intake year the governors will keep a waiting list which we call a reserve list. If we have to refuse a place at our school your child is automatically put on the reserve list, unless you have been offered a higher preference school.

This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The governors must not take account of the time you have been on the list.

For the intake year the list is kept by the Schools Admission Team until the end of August.

After this the school admissions code requires that schools keep the reserve list until the end of the autumn term.

*Huttoft School operates a Reserve (Waiting) List through to the 31<sup>st</sup> August of the following year which is ordered according to the criteria above. The School will hold a place open for a child for up to 4 weeks, after which a new request must be made.*

2. *Admission to the private Nursery on the school site is not a guarantee of a place in the main School. Parents must make a separate application for the transfer from nursery to primary school.*
3. *Fair access  
Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.*

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. Huttoft Primary school 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 views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

### **Fraudulent or misleading applications**

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in this school or the local area or new government legislation.

Last reviewed: April 2015

Amended: April 2014 to include information about service children and qualification of a tied place on distance. April 2015 to include clarification re brother or sister and Admission of children outside their normal age group.

Date of next review: March 2016