

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

### **Policy for Admission 2017/18**

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.

#### *First Admission (Reception)*

Children may start at Huttoft Primary School in the September after their 4<sup>th</sup> birthday. This enables each child to access 3 full terms in the Reception class if their parents so wish.

Parents may request part-time education in the Reception class up until their child reaches statutory school age i.e., the term after their 5<sup>th</sup> birthday.

#### *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 the first instance the School will meet its legal obligation to children with a statement of special educational needs and disabilities.**

**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, in public care (i.e., those cared for by a Local Authority under Section 22 of the Children Act, 1989) or are adopted or subject to a Residence Order or Special Guardianship Order as defined in the Children Act**

- ii) children who have a full brother/sister currently attending the School at the time a place is required.**

This includes another child normally resident for the majority of term time in the same household, for whom one of the adults in the household has parental responsibility, as defined in The Children Act, 1989.

- 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.**

*Where a child lives (home address) is deemed as where the child lives for the majority of the school term time with a parent/carer who has parental responsibility as defined in the 1996 Education Act Section 576.*

If any of the above criteria are oversubscribed, the final tie-break will be distance with the child living nearest being offered the place. If two or more children are tied for the last place because the distance is the same, there will be a random allocation conducted by an independent person for these children only.

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.

## **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. This will be irrespective of the fact that the school has had appeals or appeals are scheduled.

*Parents must apply for an Admission place at Huttoft School using the Local Authority (LA's) current Common Application Form (CAF) available on line or from the School. In the case of First Admission (Reception) it must be returned to the LA in the January for admission in the September.. Applications to Other Year Groups using the CAF can be returned at any time. The LA will notify parents of their allocated First Admission Place in accordance with their published date for notification*

- Notes:**
1. *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.*
  3. *The Government has stated that all local authorities must have a Fair Access Agreement that allows hard to place children, e.g., those that have been permanently excluded, to be given a place before any Oversubscription criteria are applied, and before anyone is considered from the Reserve (Waiting) List. Such children are shared out to make sure no one school has to take too many of these children.*

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: January 2016

Amended: April 2014 to include information about service children and qualification of a tied place on distance

Date of next review: January 2017