

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

### **Policy for Admission 2019/2020**

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.

Arrangements for applications for places in Reception will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Lincolnshire residents can apply online [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), by telephone or by requesting a paper application. Residents 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.

#### *Admission of children below Compulsory School Age*

The admission authority for Huttoft Primary School provides for the admission of all children in the September following their fourth birthday.

Where a child has been offered a place:

- That child is entitled to a full time place in the September following their fourth birthday
- 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
- 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

## **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) where the school is named. The school will then allocate remaining places in accordance with this policy.

For entry into the normal year of intake (Reception) in September we will allocate places to parents who make an application before we consider any parent who has not made one.

- i) children who are, or have previously been, in public care**  
*(see Definitions Note 1)*
  
- ii) children who have a brother/sister currently attending the School at the time a place is required.**  
*(see Definitions Note 2)*
  
- iii) increasing order of straight line distance**  
*(see Definitions Note 3)*

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.

## **Definitions**

- 1 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.

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). 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's 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).

- 2 In all cases, both siblings must live at the same address. A sibling is defined as:
  - a brother or sister who shares the same biological parents
  - a half-brother, half-sister, step-brother or step-sister
  - a legally adopted child, a child legally adopted by a biological or step-parent

### **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 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 make 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 and refer the parent back to Lincolnshire County Council with regard to a place in a different school for the other child.

- 3 Measurements are calculated electronically from the Post Office address point of the child's home address to the Post Office address point of the school by straight line distance. We measure distance to three decimal places e.g., 1.256 miles.

## **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 disadvantage 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. Lincolnshire County Council will allocate a school as soon as possible by applying the policies and practices they normally follow.

## **Home Address**

By home we mean the address where the child lives for the majority of term time with a parent as defined as 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.

We do not take into account an intention to move.

## **Reserve List**

For admission into Reception the governors will keep a waiting list which we call a reserve list. If your child is refused a place at a 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 on the oversubscription criteria. The governors do not take account of the time you have been on the list.

For intake years the list is kept by the Schools Admissions Team until the end of August each year. After this the School Admissions Code requires that schools keep the reserve list until the end of the Autumn term, you should contact the school for information about the reserve list.

Schools are not required to keep any lists for any other year groups. If you wish your child to join the school at other times you can ask the school if the governors keep a reserve list.

## **Appeals**

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties. An appeal should be made in writing to the Clerk to the Governors at the school.

## **Mid Year Admissions**

The governors will accept admissions into other year groups unless this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system. Parents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

## **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.

## **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.

### **Admission of Children outside the normal age group**

Parents may seek a place for their child outside 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.

Decisions will be made 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 view
- any available 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
- 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 headteacher

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: October 2017

Amended: October 2017 to include clarification about the Over-Subscription Criteria, Home Address and Reserve List

Date of next review: Autumn 2018