

# HAZELDENE SCHOOL



**ADMISSION POLICY  
REVIEWED OCTOBER 2016**

SIGNED ..... DATE.....  
HEADTEACHER

SIGNED ..... DATE .....

CHAIR OF GOVERNORS

## HAZELDENE LOWER SCHOOL

### ADMISSIONS POLICY 2018/19

Hazeldene School has an agreed admission number of 60 for each year group.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2018. However please note the following:

- a. These arrangements do not apply to our nursery intake.
- b. Parents of children currently in our nursery must reapply for a place in reception.
- c. Attendance at our nursery does not guarantee a place in reception
- d. Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age.
- e. Parents of a summer-born (1 April-31 August) child **may** choose not to send that child to school until the September following their fifth birthday and **may request** that they are admitted out of their normal age group to Reception rather than Year 1. Admissions authorities **will** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. They **will** also take into account the views of the Head Teacher of the school.
- f. Parents can request part time attendance until the child reaches compulsory school age.

The Local Authority co-ordinates admission into the Reception Year and applications for admission in September 2018 should be made in accordance with the Local Authority's co-ordinated scheme. The timescales for the application process are set out in the Starting School Booklet, available with the application form from the school or the Local Authority in which you live.

Should there be more applications than places, the following criteria will be used to determine how places are allocated:-

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children with siblings attending the school.
- 3) Children who live nearest to the school determined by straight line distance from the school office to the pupil's home address using the Local Authority's computerised mapping system.

### 1 'Looked after' children

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

#### ***Previously 'looked after' children***

1 A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).

**"Sibling"** A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

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In the event of there being an over subscription in any one of the above categories, the determining factor in that category will be the geographical proximity to the school as defined below:

Geographical proximity will be determined as the shortest distance measured in a straight line from the address point of the pupil's home to the school office using the Local Authority's computerised mapping system. Those living closer to the school as determined by this process will be accorded higher priority. Priority will not be given within each criterion to children who meet other criteria. The Local Authority is Bedford Borough Council.

All applications made within the application period (October to January) will be considered by the School Governors and places allocated up to our standard number. Applications that are made after the application period has closed will be classed as late and considered after places have been allocated. If all places have been allocated the Local Authority will normally offer a place at the next nearest school or academy which caters for children of the same age and has places available.

Children who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Children identified for admission through the Fair Access Protocol<sup>5</sup> will also be admitted even if the school is full.

Admissions above the published admission number may also occur where the school is admitting a child whose twin or sibling from a multiple birth is admitted as the 30th child.

### **In Year Admissions**

Requests for admissions to the school into other year groups should be made to the Local Authority on the In-Year application form. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website. 3

### **Admission Appeals**

Any parent (except, temporarily, the parent of a child who has been permanently excluded from two schools) who is refused a school place for which they have applied, has the right to appeal to an independent appeal panel. The panel is independent of the Governing Body and the Local Authority Admissions Team. Further details regarding the law on admissions and appeals can be obtained from the Local Authority Admissions Team. Should the appeal panel find in favour of the parent, the decision is binding on the school. The panel will consist of people who have experience in education and are acquainted with the area.

### **Waiting List**

In the event of more applications than available places a waiting list will be maintained. These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered in accordance with the waiting list priority. The waiting list for the normal year of entry will be maintained until the end of the Autumn term. Parents are requested to inform the Local Authority if they wish their child's name to remain on the waiting list. The waiting list for other year groups will be maintained for the full academic year of admission.

The Fair Access Protocol encourages the local authority and schools to work together in partnership to improve behaviour, tackle persistent absence and help support behaviour and attendance partnerships. This protocol has been updated to take account of new Regulations and incorporates guiding principles against which to place children who may have difficulty securing a school place outside the normal admissions round.

This policy has been ratified by the Governing Body and will be reviewed annually.

Dated and signed:

Headteacher..... Date.....

Approved on behalf of the Governing Body

Chair..... Date.....