

HAZELDENE LOWER SCHOOL



**ADMISSION POLICY
REVIEWED NOVEMBER 2014**

SIGNED DATE.....
HEADTEACHER

SIGNED DATE
CHAIR OF GOVERNORS

TO BE REVIEWED FEBRUARY 2016

HAZELDENE LOWER SCHOOL

ADMISSIONS POLICY 2016/17

Hazeldene Lower School has an agreed admission number of 60 for each year group. Children will be admitted into the Reception Class in the September following their fourth birthday.

From September 2011 all children are entitled to start school in the term after their 4th birthday. We must offer a full time school place if that is the wish of the parents, but it could be part time if parents prefer.

We currently operate a delayed admission to enable home visits to take place and part time phased entry leading to full time attendance. We will continue to do so provided that parents are happy with that arrangement. However if a parent insists on a full time place from September we will be required to provide that full time place.

If our parents request that their child attends school part time until they reach compulsory school age we **MUST** continue to allow them to do so. If parents wish to defer their child's place until later in the school year we will allow them to do so. Where entry is deferred a place **MUST** be held for that child and not be offered to another child. A parent cannot however be able to defer entry beyond compulsory school age nor beyond the academic year for which the original place was offered.

The Local Authority co-ordinates admission into the Reception Year and applications for admission in September 2016 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' (see definition).
2. Pupils living in the catchment area with siblings at the school (see definition of sibling)
3. Other pupils living in the catchment area (see definition).
4. 'Very exceptional' medical grounds (see definition).
5. Other siblings (see definition).
6. Any other children.

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the school office. Priority will not be given within each criterion to children who meet other criteria.

Parents applying for a place at the catchment area school during the normal admissions round will normally be offered a place. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number. In such cases, an offer of a place will normally be made at the nearest Local Authority school or academy to the pupil's home address which caters for pupils of the same age and has places available.

Pupils 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. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

Definitions:

'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

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.

'Very Exceptional' Medical Grounds - *'Very exceptional'* medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Governors reserve the right to seek further information to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder.

“Home address” A pupil’s home address will be regarded as the address of the parents/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Monday to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation, e.g. council tax bill, a recent utility bill (gas, electricity, water) a rental agreement, child benefit annual statement or family tax credit information.

Appeals / Waiting Lists

Parents of pupils not offered a place at the school will have the right of appeal to an independent Admissions Appeal Panel. Any child refused a place at the school will be placed on a waiting list which will be prioritised according to the admissions criteria. Waiting lists for the normal year of entry will be maintained for one term.

In-Year Admissions

Requests for admission into other year groups should be made to the school on the In-Year application form.

The Bedford Borough Admissions Forum has agreed the following exceptions which may result in the admission number for a school being exceeded:

For the normal admissions round:

- The admission of catchment area pupils, where the parent has expressed a preference (whether first, second or third), for the catchment school as part of the normal admissions round and in accordance with the published admissions arrangements. This is not, however, a guarantee of a place

For in-year admissions:

- The admission of pupils who have a Statement of Special Educational Needs which names the school, when that pupil has either been assessed or moved into the area outside the normal admissions round
- The admission of pupils in accordance with the Fair Access Protocol
- The admission of pupils who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources. Before admitting children under this exception, the Governing Body will consult with the Local Authority who will be able to advise whether the first of these conditions applies.
- The admission of a looked after child or a previously looked after child (as defined in the School Admissions Code) outside of the normal admissions round
- The admission of a child in very exceptional circumstances in which the Local Authority and the Headteacher are in agreement that not to agree to admit the child would be perverse.
- The admission of a twin or children from multiple births

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.....