Hardwick Primary School

*Caring Achieving Respectful Exciting*

# Admissions Policy

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| **School Leader:** | **R Sandhu** | |
| **Link Governor:** | **A Repesa** | |
| **Policy Approved** | **Signed: A Repesa** | **Date: 07.06.18** |
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**Statement of intent**

At **Hardwick Primary School** we welcome all pupils, irrespective of faiths, cultures, races, disabilities, or family backgrounds.

We admit our pupils in-line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available is determined by the capacity of the school and is called the 'agreed admissions number'. Our published admissions number (PAN) is **published admissions number**.

The table below sets out the admission authority and other responsible bodies in our school.

| Type of school | Who is the admission authority? | Who deals with complaints about arrangements? | Who is responsible for arranging/providing for an appeal against refusal of a place at a school? |
|---|---|---|---|
| Academy | Academy trust | Schools adjudicator | Academy trust |

## 1. Legal framework

1.1. This policy has due regard to the related statutory legislation, including but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

1.2. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2014) School Admissions Code
- DfE (2012) School Admissions Appeals Code

## 2. The admissions process

2.1. The LA must collate and publish all the admission arrangements in the area in a single prospectus.

2.2. Parents apply to the LA for places at their preferred schools. They may express a preference for up to three schools. The common application form (CAF) allows parents to provide their name, address (including proof of address), and date of birth of their child. If a school is undersubscribed, any parent that has stated a preference for that school must be offered a place. If a school is oversubscribed, the school must rank applications against its published oversubscription criteria and send that list back to the LA.

2.3. All preferences are collated and parents then receive an offer from the LA at the highest preference school available.

2.4. **Name of school**, as well as all other schools and academies, is required to comply with the Greenwich Judgement (1989), which states that maintained schools may not give priority to children for the sole reason that they live within the LA's administrative boundaries. We do not treat pupils living outside the LA area in which the school is located less favourably just because they live outside the area.

2.5. Admission authorities must determine arrangements annually. If no changes are made for seven years, the arrangements must be consulted on for a minimum of six weeks and take place between 1 October and 31 January.

2.6. Determined arrangements can be objected to and referred to the schools' adjudicator by 15th May in the determination year. Any decision made by the schools' adjudicator must be acted on by the admission authority and arrangements amended accordingly.

## 3. Adopting clear and fair admissions

3.1. Unacceptable admission criteria – our admission arrangements will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria.
- Take into account any previous schools attended, unless it is a named feeder school.
- Introduce any new selection by ability.
- Prioritise pupils whose parents rank the school higher than others.
- Give priority to children whose parents provide financial or practical support to the school.
- Give priority to children based on the occupational, marital, financial, or educational status of their parents.
- Discriminate against those applying for a place outside their normal age group, where the admission authority has agreed to this practice.
- Name fee-paying schools as feeder schools.
- Include interviews for children or parents.

## 4. Admission arrangements

4.1. Drafting admission arrangements – Hardwick Primary School will include:

- A clear, fair, and objective set of admission arrangements and oversubscription criteria.
- A PAN for each relevant age group.
- Oversubscription criteria for each point of entry.
- Procedures to admit pupils with an Education, Health and Care (EHC) Plan which names the school.
- Procedures to give highest priority to looked after children (LAC) and previously looked after children (PLAC). Faith schools may give priority to LAC and PLAC pupils of their faith, followed by other pupils of their faith, before giving priority to other LAC and PLAC pupils.
- **[Infant schools only]** A restriction on infant class sizes of 30, and an explanation to parents that their child can defer entry or attend part-time until the child reaches compulsory school age.
- An explanation of the right of appeal to an independent appeals panel.
- A requirement for parents of children in an attached nursery unit or a unit run by the school to apply for a place in reception.

4.2. **Hardwick Primary School** is its own admission authority. Our academy trust is responsible for consulting on and determining the admission arrangements in accordance with the School Admissions Code. Our trust will consider applications to the school rather than the LA. Our trust becomes responsible for organising admission appeals in compliance with the School Admission Appeals Code, not the LA.

4.3. Determining admission arrangements

- At a meeting of the trust, governors will view the admission arrangements and be asked to consider them and agree to them as final. They will agree to them by quorate according to the terms of their articles.

- A decision will be minuted and, once made:

  - The trust must notify all relevant parties and those consulted of the School Admissions Code.
  - The trust will publish the arrangements on the school website.
  - The trust will send a copy of the arrangements to the LA by 15 March.

- Once the objection period is over (15 May), the trust will provide the full arrangements to the LA before 8 August for inclusion in the local admissions prospectus.

## 5. Considerations

5.1. **[Primary/EYFS] Children below compulsory school age**

- Admission authorities must provide for the admission of all children in the September following their fourth birthday. Until the child reaches compulsory school age, parents may request the child attends part-time. These arrangements should be discussed with the **Head of school**

5.2. Children outside their normal age group

- Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

5.3. Children of UK service personnel

- For families of service personnel with a confirmed posting to their area, or Crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance.

5.4. Children from overseas

- Admission authorities must treat applications for children coming from overseas in accordance with European Union (EU) law or Home Office rules for non-European Economic Area (EEA) nationals.

5.5. Excluded children

- Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools, there is no need for an admissions authority to comply with parental preference for a period of two years from the last exclusion.

5.6. Fair access

- Children who have moved into our area, or who need to move school as a result of severe bullying or social issues, are covered by our Fair Access Protocol.

- Children under this protocol may be offered a place even if there are no places available in the relevant year group and will take priority over other children on the waiting list.

- The list of children to be included in a Fair Access Protocol is agreed with the majority of schools in the area but **must**, as a minimum, include the following children of compulsory school age who have difficulty securing a school place. Children who will be considered will be:

  - Children from the criminal justice system or pupil referral units who need to be reintegrated into mainstream education.
  - Children who have been out of education for two months or more.
  - Children of Gypsies, Roma, Travellers, refugees, and asylum seekers.
  - Children who are homeless.
  - Children with unsupportive family backgrounds for whom a place has not been sought.
  - Children who are carers.
  - Children with special educational needs, disabilities (SEND) or medical conditions (but without a statement or EHC Plan).

- Admission authorities **must not** refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools, there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to pupils who were below compulsory school age at the time of the exclusion, children who have been re-

instated following a permanent exclusion (or would have been had it been practicable to do so), and children with SEN statements or EHC Plans.

## 6. Adopting oversubscription criteria

6.1. Common oversubscription criteria include where the child:

- Is in receipt of pupil premium and service premium or any sub-category such as those registered for free school meals.
- Is a member of, or practices, a certain faith.
- Has siblings currently or formerly attending the school.
- Has a parent(s) employed by the school for at least two years or recruited to fill a demonstrable skill shortage.
- Has medical or social needs, such as bullying, abuse etc., and written support for their application from a specialist.
- Is from a named feeder school.
- Resides in a catchment or priority area.

6.2. Special Consideration for all year groups:

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstance's that are supported by written evidence from a doctor, social worker, or other relevant professional giving reasons why the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application. The school's Admission Committee will consider the written evidence provided to decide whether the application may be processed as special circumstances. Admission under special circumstances will have priority over all but the first numbered criteria.

Where we have to make a choice between children who meet the same criteria, we will give priority to the child living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the national Ordnance Survey set points.

6.3. **Hardwick Primary School's** oversubscription criteria include:

- A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order in accordance with Section 22(1) of the Children Act 1989.

- A 'looked after child' or a child who was previously looked after outside of England.

- Children who live within the catchment area at the closing date for applications and who at the time of admission will have a brother or sister attending the school.

- Children who live outside the catchment area at the closing date for applications and who at the time of admission will have a brother or sister attending the school.
- Children who are currently attending St Chad's C of E Nursery & Infant School - as the main feeder school to Hardwick Primary School.
- Other children who live in the catchment area at the time for admission (the Academy will assess applications from the address the parents are living at the closing date and will reassess applications on the National Offer Date).
- Other children who lie outside the catchment area.

## 7. Admission appeals

7.1. Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal and our school must act according to the panel's decision.

7.2. Details for appeal are available from **the school, or the LA's website**, including the date by which an appeal must be submitted. Parents **must** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which appeals can be made.

7.3. Where a maintained school or academy is to be closed, the LA **must** collaborate with all schools in the area to consider the best way to secure provision for children in other local schools.

7.4. **Hardwick Primary School** is required to offer all pupils refused admission the right to an appeal in front of an independent appeals panel. We are responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school.

7.5. Any person or body who considers our arrangements unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the schools' adjudicator. The schools' adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions.

7.6. Objections to admission arrangements for entry in September 2018 must be referred to the schools' adjudicator by 30th June 2017. For all subsequent years, objections must be referred to the schools' adjudicator by 15th May in the determination year.

## 8. Pupil registration regulations

8.1. **Hardwick Primary School** promotes good attendance, aims to reduce absence, and acts early to address patterns of absence.

8.2. The 'Pupil Registration Regulations 2006' make it compulsory for schools and academies to keep and maintain an admissions register and an attendance register for every pupil.

8.3. Our admissions register contains an index in a clearly identified order and the following fields:

- The pupil's full name
- The pupil's gender
- The name and address of every person known to be a parent of the pupil
- The emergency contact number for at least one parent
- The day, month, and year of the pupil's birth
- The day, month and year of the pupil's admission or re-admission to the school
- The name and address of any previous school that the pupil has attended

8.4. The attendance register will specify, both in the morning and afternoon sessions, whether each pupil recorded on the register is:

- Present.
- Absent.
- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances i.e. bereavement or sickness.

8.5. We ensure any information recorded in the registers is legible and recorded in ink or electronically. Subsequent corrections made to either register are clearly distinguishable from the original entries.

8.6. Children at risk of missing education: Hardwick Primary School must inform the LA of any pupil who will be deleted from the admission register and must have LA agreement before a decision is made.

## 9. Terms and conditions

9.1. Copies of our school's terms and conditions are made available to parents during the admissions process.

## 10. Monitoring and review

10.1. This policy will be reviewed by the governing body on an annual basis.

10.2. Any changes must be consulted on and where no changes are made, consultation is required at least every seven years.