



# New Generation Schools Trust

## Hope Community School (Northfleet) Admission Arrangements for 2018/19

### 1. Introductory statement

This document sets out the admission arrangements for Hope Community School (HCS) for entry in 2018/2019.

Hope Community School, Northfleet, is a two form entry Primary School at the heart of the community. We work with families to increase children's aspirations, encourage adventure and maximise each child's talents and gifts. We want to inspire children to be people who not only value their community but also have the desire, ability and tools to transform and enrich it through innovation and aspirational visions.

We want children to enjoy and achieve their full potential at school. No matter what their ability, ethnicity or background, each child should thrive throughout their education.

Hope Community School is a school of Christian Designation. The school seeks to be an inclusive school expressing a twenty-first century Christian ethos welcoming children and families of all faiths and no faith and drawing together a wide range of people from different backgrounds to work towards the good of the whole community.

At HCS we understand how important the choice of school for your child is for you, and we want to do everything we can to support you and give you all relevant and helpful information, so please do contact us for clarification if you require this.

#### **Compliance with the Schools Admissions Code 2014**

Hope Community School will comply with the School Admissions Code 2014 to ensure the admissions arrangements are fair, clear and objective. For the first year only (2018/2019), HCS will manage its own admissions process due to the timescale involved in opening a new free school. HCS will make sure that all communication is targeted and accessible to all in our community, including the hard to reach, and those requiring information in additional languages.

### 2. Admission number(s)

HCS will admit 60 pupils to Reception in 2018/19. This admission number relates to the year group of normal entry to HCS (Reception). Once admitted to HCS pupils will automatically transfer from one key stage to another.

HCS will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received. The Academy Trust will offer places at the school to all those who have applied.

For how to apply please see point 11; Timeline for Applications.

### 3. Oversubscription criteria

When the academy/free school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

**1. Looked after and previously looked after children:** 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).

A previously looked-after child is a child who was looked after but ceased to be so because they were adopted, this includes children 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). Children subject to a special guardianship order or child arrangements order immediately after being looked after, are considered to be previously looked after children.

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).

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 determine a) with whom a child is to live, spend time or otherwise have contact, and (b) when a child is to live, spend time or otherwise have contact with any person. They replace residence orders and any residence order in force immediately after the child was in care is deemed to be a child arrangements order.

**2. Faith based places:** As a school designated as having a Religious Character, up to 20% of places (12) will be allocated on the basis of the Christian faith<sup>i</sup> according to the following

Children whose parents/carers are regular attenders of Eastgate, Northfleet<sup>ii</sup>;

2a. who already have a sibling<sup>iii</sup> on roll,

2b. with exceptional medical, social or welfare needs which means the child must, because of those needs, attend the school. Appropriate evidence from a doctor or social worker must be provided.

2c. living closest (using Kent County Council's definition of straight line distance<sup>iv</sup>).

Then, if the 20% faith based places (12) are not filled in criteria 2a to 2c, the remaining faith based places will be open to:

Children whose parents/carers are regular attenders of a Churches Together in England and/or Evangelical Alliance Church<sup>v</sup>;

2d. who already have a sibling<sup>3</sup> on roll

2e. with exceptional medical or social needs which means the child must, because of those needs, attend the school. Appropriate evidence from a doctor or social worker must be provided.

2f. living closest (using the Council's definition of straight line distance<sup>4</sup>).

If more children apply under faith based criteria than places available, those not successful in gaining a faith based place will be considered under 'open places' alongside other applicants without the school taking any account of faith.

### **3. Open places (all remaining places):**

3a. Siblings<sup>3</sup>

3b. Children with exceptional medical or social needs which means the child must, because of those needs, attend the school. Appropriate evidence from a doctor, social worker etc. must be provided.

3c. Children living closest (using the Council's definition of straight line distance<sup>4</sup>).

## **4. Tie-break**

In the event of a 'tie-break' situation (i.e. if home to school distance is equal, for example two children living in the same block of flats or in the same house) a rank order will be determined by HCS and a method of random selection will be used. This process will be independently verified. However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

## **5. Reception age children**

- Parents offered a place can defer entry until the start of the term within the academic year that their child reaches compulsory school age, or
- Can take up the place part-time until the start of the term within the academic year in which their child reaches compulsory school age. The pattern of attendance must be agreed with the school and be beneficial to the child.

Places cannot be deferred until the next academic year. Children become of compulsory school age on the first prescribed day following their 5<sup>th</sup> birthday: 31 August, 31 December or 31 March, or on that day if any of these dates are the child's birthday.

Parents of a summer-born child may choose not to send their child to school until he or she reaches compulsory school age (the September following their fifth birthday) and may request that they are admitted to Reception rather than Year 1 (see section 6 below). Parents should note that Year 1 is not a normal point of entry and places will, therefore, likely be limited.

## **6. Admission of children outside their normal year group**

Parents may request that their child is admitted out of year group for example if the child is gifted and talented, has experienced problems such as ill health or because they are a summer-born child of compulsory school age who their parents wish to be admitted to reception rather than year 1.

Parents/carers wishing to request consideration for a place outside their child's normal year group should

contact the Admissions Authority, which is New Generation Schools Trust. Further detail is available on our website [www.hopecommunityschool.org](http://www.hopecommunityschool.org).

Decisions will be made in the best interests of the child taking into account the views of the parents/carers and Principal as well as any evidence from health/social care professionals.

If accepted, such an application will be treated in exactly the same manner as all applications, and will be subject to the oversubscription criteria and waiting list arrangements as detailed in this policy. Parents have the right of appeal against the refusal of a place at the school, but have no right of appeal against the refusal of a place in a particular year group. If the child has priority for admission we may agree to admit them into an older or younger year group, or offer a place in the normal year group.

## 7. Infant class size limit

Infant classes (i.e. those where the majority of children are 5, 6 or 7) must not be larger than 30 pupils to a teacher. If twins, triplets or children of other multiple births are tied for the last place, they will all be admitted and will be classed as exceptions to the infant class size limit until they leave Year 2 or until the class size reduces to 30 or below.

## 8. Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time have been processed and offers made to them. If, following consideration of all applicants the school is oversubscribed, children will be automatically placed on the school's waiting list. Parents/carers can request to not be placed on this list.

## 9. Waiting lists

HCS will operate a waiting list for each year group. Where in any year the academy/free school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by New Generation Schools Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. If all faith-based places are full, then only non-faith based criteria will be used.

Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

## 10. Appeals

Applicants who are not offered a place at HCS will be given a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code (DfE, 1<sup>st</sup> February 2012).

Appellants should contact the School for information on how to appeal.<sup>vi</sup> Information on the timetable for the appeals process is on our website at [www.hopecommunityschool.org](http://www.hopecommunityschool.org).

## 11. Timeline for application

Wednesday 1 <sup>st</sup> June 2017	<p>HCS Prospectus available</p> <p>Applications are open via <a href="http://www.hopecommunityschool.org">www.hopecommunityschool.org</a> (search for 'school admissions'). Paper copy available on request.</p> <p>Applications can be returned electronically or in paper copy to HCS project office.</p>
Monday 19 <sup>th</sup> March 2018	Closing date for all applications to be returned to HCS to administer.
Monday 16 <sup>th</sup> April 2018	<p>Places will be allocated and parents will be informed.</p> <p>The offer of any place at Hope Community School is conditional until we have a signed Funding Agreement</p>
Monday 14 <sup>th</sup> May 2018	<p>If the school has a Funding Agreement in place by the 15<sup>th</sup> May and unconditional places have been offered, then parents/carers must accept or decline their offer, (sent to HCS) by this day.</p> <p>If the school does not have a Funding Agreement in place by the 15<sup>th</sup> May parents/carers should confirm their place with the Local Authority and can continue to hold their conditional place in addition to it.</p>
	Appeals should be submitted within 20 school days of an offer of a place being refused.
June to July 2018	By July in accordance with the Appeals Code all appeals submitted by the deadline heard by an Independent Appeals Panel within 40 days of that deadline.
September 2018	Start of the autumn term (exact date and time to be advised by HCS).

### *All dates TBC*

After the 19<sup>th</sup> March, applications from parents/carers can continue to be made and the Admissions Authority will comply with a preference if the school has space. These applications will be subject to the oversubscription criteria and waiting list arrangements as detailed in this policy. Those received after the closing date will be treated as late applications.

## End notes

---

<sup>i</sup> For admission purposes, an applicant is considered to be a Christian if they are practising Christians who regularly attend church. See Supplementary Information Form for further explanation of faith based criteria.

<sup>ii</sup> As confirmed by completion of Supplementary Information Form completed by parent/carer and signed by Church leader.

<sup>iii</sup> When we use the term siblings we mean: children with a sibling (the term “sibling” means a full, half, adopted or fostered brother or sister, or other child living permanently within the same household) on roll at Hope Community School at the closing date for application.

<sup>iv</sup> The distance provided by Kent County Council’s measuring software will be used for all applications to ensure they are treated in a consistent manner. Kent County Council’s measuring software is updated each year with the latest address point data provided by NLPG. The address point reference they have for your property is taken as one end of a straight line, with the address point reference for the school as the other. The same address point on the school site is used for everybody. When they apply the distance criterion for an oversubscribed school, these straight line measurements are used to determine how close each child’s address is to the school. A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from a school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the school the tie-break in section 4 of the policy will apply to decide which child should be given the place.

The home address will be taken as the child’s home address on 19<sup>th</sup> March 2018, unless there is a qualifying change of address by 13<sup>th</sup> April 2018. It must be the address at which the child lives with the parent or registered guardian who is the main carer, i.e., the parent eligible to receive Child Benefit and Child Tax Credit.

<sup>vi</sup> Parents/carers have 20 school days from the date of notification that their application was unsuccessful to lodge an appeal.



Date received by school

Supplementary Information Form 2018/2019  
Reception Age (Pupils born between 1  
September 2013 and 31 August 2014)

Please complete and return to the project office: Eastgate, 141 Springhead Parkway, Northfleet,  
Gravesend, Kent, DA11 8AD

Tel: 01474 873040

### Faith criteria for admissions policy

Those applying for a place on the basis of Christian faith are required to submit both Supplementary forms A & B

### Supplementary Information Form A: for applicants

If applying on a faith basis, please ask your pastor, minister or spiritual leader to complete 'Supplementary Information Form B (for church leaders)' and append it with this form to your application.

It is entirely the responsibility of the applicant to ensure that both forms A and B are supplied to the admissions authority.

Signed .....

Name .....

Name of child.....

Name and address of your place of worship.....

.....

..... Post code.....

Date .....

*NOTE: The definition of 'regular attender' is as laid out by the body or person representing the church or faith body the family attends.*



**Supplementary Information Form B: for church leader**

Please tick in the box below if it describes the child’s circumstances:

- Children whose parents/guardians are practising Christians and regularly attend a church or place of Christian worship which is a full member of Churches Together in England and/or the Evangelical Alliance.

Signed .....

Name .....

Leadership Position (Role & name of congregation) .....

.....

Church/Place of worship attended by the family .....

.....

Which of the above bodies is that church a member of? .....

Date .....

**Guidance notes for persons completing ‘Supplementary Form B (for church leader)’:**

The completion of this form and its return ahead of the admission application deadline is critical if the applicant is to be considered under the faith-based admissions criteria. Please note that the information that you provide could later be critical in determining the outcome of an appeal at an Independent Admission Appeals Panel.

*NOTE: The definition of ‘regular attender’ is as laid out by the body or person representing the church or faith body the family attends.*