

# ACE Learning



## Admissions Policy

Hamstreet Primary Academy  
2018

Date for Review	September 2016
Date of Ratification	Autumn 2016

## ADMISSIONS POLICY 2018

This document sets out the admission arrangements for Hamstreet Primary Academy. As an ACE Learning Academy, ACE Learning is responsible for the education provided and the Admissions Policy.

### Admission of Pupils – General Principles

Hamstreet Primary Academy policy is centred on the principles of:

- Serving the local community;
- The social and educational advantages of children attending their local school;
- Admission arrangements being consistently and equally applied to all requests being made by parents for admission, irrespective of background;
- The school complies with the Local Authority co-ordinated scheme/s for in-year and normal year-of-entry admissions;

### Planned Admission Numbers (PANs)

The PAN is determined in accordance with the results of the annual Net Capacity Assessment (NCA) review, Suitability document, impact on the community and neighbouring schools and is agreed in consultation between the LA and the academy and relevant parties. Once determined, pupils should not be admitted above the PAN unless exceptional circumstances apply. The PAN for Hamstreet Primary Academy is 45 for statutory school years.

### Exceptional Circumstances

A school will be asked to exceed its PAN only where:

- An event/incident occurs in another educational establishment which could not have possibly been planned for, e.g. fire;
- To comply with other agreed protocols, e.g. Children in Care, Fair Access, SEN;
- A child moves into an area outside the normal admissions round and no other school would provide suitable education within a reasonable distance of their home ;
- An allocations error has occurred and a place should have been offered;
- Multiple birth siblings would not be split and therefore will be offered together.

### Waiting Lists

If a child does not receive an offer of a place, parents can request that their child be placed on our waiting list.

### Appeals

Parents have the right of appeal to an independent Appeals Panel. Appeal forms can be obtained from the academy office.

## Oversubscription Criteria

The allocation of academy places up to the planned admission number is in accordance with the oversubscription criteria below.

Before the application of oversubscription criteria, children with a statement of special educational need (SEN), Health and Care Plan (EHCP) which names the academy will be admitted. As a result of this the published number will be reduced accordingly.

Places will be offered according to the following criteria which are in priority order:

- **Children in Care or previously Looked After Children** - This refers to children who are looked after by a local authority in accordance with Section 22 of the Children's Act 1989 (b) and children who were looked after, but ceased to be so because they were adopted. Parents are asked to send proof as supplementary information with their application form.
- **Current Family Association** – a brother or sister (sibling) attending the academy when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, or have moved closer to the academy than when the first child was offered a place, or have moved to an address that is less than 2 miles from the academy using the distance measured by the method outlined in the distance/nearness of children's home to academy criterion.
- **Children of staff at the school** - Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or the member of staff is recruited to a post for which there is a demonstrable skill shortage.
- **Children with exceptional Medical or Social Reasons** –Applications will need to be supported by written evidence from a suitably qualified medical or other practitioner and give reasons why the academy is the most suitable placement to meet the child's needs.
- **Nearness of children's homes to school** – we use the distance between the child's permanent home address and the academy, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the academy as specified by Ordnance Survey. The same address point on the academy site is used for everybody.

A pupil's home address is considered to be a residential property that is the **child's only or main residence** and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either owned by the child's parents or guardian OR leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of the week. 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 the academy.

**Tie-Breakers** - 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 academy, the names will be issued a number and drawn randomly to decide which child should be given the place. This will be independently supervised.

**Waiting List** - A waiting list is created and is re-ranked in line with this oversubscription criteria every time a child is added. Waiting lists will be held for at least the first term of the academic year.

After a place has been offered the academy reserves the right to withdraw the place in the following circumstances:

- when a parent has failed to respond to an offer within a reasonable time; or
- when a parent has failed to notify the academy of important changes to the application information; or
- the academy offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Any child attending the Nursery cannot automatically have their place within the academy guaranteed once their child reaches statutory school age and priority for admission will be reflected in the application of the oversubscription criteria outlined above.

**Admission of children below compulsory school age and deferred entry to school** – Hamstreet Primary must provide for the admission of all children in the September following their fourth birthday. Where we have offered a child a place at the academy: a) that child is entitled to a full-time place in the September following their fourth birthday; b) the child's parents can defer the date their child is admitted to the academy until later in the academic year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the academic year for which it was made; and c) where the parents wish, children may attend part-time until later in the academic year but not beyond the point at which they reach compulsory school age.

**Admission of children outside their normal age group** - Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born 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 Year R rather than Year 1.

Hamstreet Primary will consider the parent/carer's request for their child to be admitted out of their normal age group 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/carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When informing a parent/carer of our decision on the year group the child should be admitted to, we will set out clearly the reasons for our decision.

If we agree to a parent/carer's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and academy will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

Parents/carers have a statutory right to appeal against the refusal of a place at a school/academy for which they have applied. This right does not apply if they are offered a place at the school/academy but it is not in their preferred age group.

A child does not reach compulsory school age until the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

**Moving children to their normal age group** - Once a child has been admitted to the academy it is for the Principal to decide how best to educate them. The academy will endeavour to ensure the child is moved to the correct year group before transfer to secondary education, however in some cases it may be appropriate for a child who has been admitted out of their normal age group not to be moved to their normal age group. Any decision to move a child to a different age group will be based on sound educational reasons and made by the Principal in consultation with the parents.

**Transfer to Secondary school** - Where a child has been educated out of their normal age group, the parent should again request admission out of the normal age group when they transfer to secondary school.

## **Map of Catchment area**

Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

To be attached: Demographic Map of Hamstreet Primary Academy Spring 2016 from KCC Management Information