

HAWKINGE PRIMARY SCHOOL

ADMISSIONS POLICY (AND FOUNDATION CLASS ARRANGEMENTS)

1. The Governing Body and LEA have agreed that the admission limit for Key Stage 1 (Foundation Classes and Years 1 and 2) shall be 30 pupils per class. We are growing into a two-form entry school.
2. The school is currently working on the basis of a total roll limit of 375 children, and no more than 30 children per class in Key Stage 2. Published Admissions Number for Years 4, 5 & 6 is 45.
3. Pupil admissions to the school are guided by a Kent-wide policy. Priority is given according to the following criteria:
 - a) Looked After Children (and previously Looked After Children who have since been adopted from local authority care) or children who have become subject to a residence order or special guardianship order
 - b) Children with an Educational Statement / Educational Health Care Plan which names Hawkinge Primary School as the school of choice. Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.
 - c) Current family association (an elder brother or sister in school at the time of entry) A sibling is defined as: natural brothers and sisters, adopted brothers and sisters, step brothers and sisters, foster brothers and sisters living at the same address.
 - d) Children of Service Personnel with a confirmed Service Personnel housing in Hawkinge.
 - e) Proximity to school - Remaining places will be offered to children according to how near their permanent residence is to the school, with those living closer to the school receiving a higher priority. The distance is measured between the child's permanent home address and the school measured in a straight line using Ordnance Survey address point data.
4. In the unlikely event that two or more children live at the same distance from the school and in all other ways have equal eligibility for the last available place at the school, then the names will be issued a number and drawn randomly to decide which child is given the place.
5. There are times when one child from a family can be offered a place but a sibling is not. Year groups run at a capacity of 60 (in KS1 and year 3, 45 in Years 4, 5 & 6) and a maximum of 30 in each class. Vacancies do occur, usually when a family leave the area, but these vacancies may not accommodate sibling links. In accepting a place for one child it must be understood by the family that there is no place for the sibling in a year group that is already full. The Governors have agreed that our classes may not exceed 30 children because we believe this is in the best educational and social interest of all our children.
6. The criteria at 3 will be followed in respect of the transfer of children from other local schools or for families moving home to Hawkinge. It will also apply to children in the Foundation Year - additional guidance is given below
7. We admit children to our school in a way which we hope is supportive to building positive attitudes to school and which helps children achieve. We do not believe it is conducive to a happy "starting school" experience to bring all the children into class on a full time basis when they first start school. Our arrangements for admitting children to the Foundation Year will be explained at our Open Day in November or by appointment.
8. For Foundation Classes the following policy applies (regardless of the child's age/full-time education entry date):
 - a) There is a Common Application Form (RCAF) which should be completed online. The school will assist with this process if required. This must be submitted by the closing date stipulated for that year, preceding the September "intake" of pupils.
 - b) The procedure for admissions to the Foundation Stage is arranged by KCC and will follow the timetable set by them. The offer of a place at Hawkinge Primary School will be made by KCC. This will be in the form of a letter which is sent on the date set in the timetable for that year.
9. Parents right of deferment of entry to the Foundation Stage & Parental right to take a part time placement for a child starting reception until the term after their 5th Birthday will be considered on an individual basis, considering all options.

However children born between the 1 April and 31 August must start school at the beginning of the April term if they wish to keep their offer.

10. For In Year Admissions you must apply directly to the school using an "In Year Casual Application Form" (IYCAF). These forms are available from the school office or the Local Authority. Admissions can occur at any time of the year. If a place is available we will write to you confirming this and the place should be accepted/declined within 10 school days. Should a place not be available, you will be notified in writing and added to the waiting list (see below for more details) following the priority criteria as stated above.

11. Applications for Children to be Taught Outside their Expected Year Group

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

12. Waiting list. If a child is unsuccessful in obtaining a place because of oversubscription, the parent or carer may ask for the child's name to be placed on the school's waiting list. Waiting lists will be reviewed every 6 months. The school's Waiting List will be re-ranked, in line with the published oversubscription criteria, every time a child is added. Placing a child's name on the waiting list does not affect the parent's or carer's right of appeal against a refusal to offer the child a place at the school.

13. Please note the following additional important procedure where it applies:

a) Late Applications

The school will use the process set out in the Local Authority's Admission Booklets.

b) Withdrawal of places

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

- When a parent or carer has failed to respond to an offer within a reasonable time; or
- When a parent or carer has failed to notify the school of important changes to the application

or

- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent or carer.

Policy adopted September 2015.

Review date September 2016

Equity screening doc 2015-2016