



# ADMISSIONS POLICY

This Policy was approved at a meeting of the Governing Body on  
21<sup>st</sup> November 2022

Chair of Governors:  
Headteacher:

Mr L Shilling  
Ms Y Nunn

Signed ..... Chair of Governors

Signed ..... Headteacher

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This document sets out the admission arrangements for pupils to Little Hedgehogs Nursery and Hampton Primary School.

## **CRITERIA FOR ADMISSION INTO LITTLE HEDGEHOGS NURSERY**

The legal definition of a nursery aged child is any child who has not yet reached statutory school age, i.e. 5 years. A child is deemed to be of nursery age from the beginning of the term following their third birthday until the 31<sup>st</sup> August following their 4<sup>th</sup> birthday.

The Nursery class at Hampton Primary is a 52 place nursery based on two sessions per day: 26 children in the morning and 26 children in the afternoon. The government funds children for 15 hours a week. Little Hedgehogs Nursery will offer children a place once they have reached their third birthday according to the following criteria in the following order of priority.

1. Children in care, also known as Looked After Children (LAC).
2. Children who have an elder sibling currently attending Hampton Primary School in the September of the year of their admission.
3. Children with a high level of need who have been referred by a Social Worker, Health Professional, Pre-School Specialist Support Teacher or the Traveller Referral Team.
4. Children of Hampton Primary School staff.
5. The position of the children's home address in relation to the school. In the event that more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied as in point 5 below.

Parents will be asked to give preferences with regards to the session options when applying for a place. Account will be taken of any preference option expressed by parents but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered an alternative session.

## **CRITERIA FOR ADMISSION INTO HAMPTON PRIMARY SCHOOL**

Pupils will be admitted to the Foundation Stage before their fifth birthday, usually entering at the start of the academic year. Parents can request to defer the date their child is admitted to school until later in the academic year, or for their child to take up the place part-time, until the term in which the child reaches compulsory school age. The number of intended admissions to the Foundation Stage in September 2024 is 90. The number of admissions into KS2 is 96.

Where applications for admission exceed the number of places available, all children whose Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names the school will be admitted and the published admissions number reduced accordingly. The following criteria will be applied, in the order set out below, to decide which children to admit.

### **1. Children in Local Authority Care or Previously in Local Authority Care**

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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

## **2. Sibling / Current Family Association**

A brother or sister attending Hampton Primary School 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 has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/nearness of child's home to school criterion.

## **3. Medical / Health and Special Access Reasons**

Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend Hampton Primary School. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend Hampton Primary School. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and Hampton Primary School.

## **4. Children of Staff**

Children of Hampton Primary School staff where (a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## **5. Distance / Nearness of Child's Home to the School**

We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. The same address point on the school site is used for everybody. In the event of a 'tie breaker' situation, the nearness of an applicant's home to school will be the decider. In the event that more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied. Random selection will give priority to looked after and previously looked after children, and will be independently supervised. A fresh round of random allocation will be used each time a child is offered a place from the waiting list.

Applications for entrance into Hampton Primary School should be made through Kent Primary Admissions Scheme. You will be required to complete the Reception Common Application Form (RCAF) either online through the KCC website [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by completing a paper form available from at Kent primary schools or the Local Authority Admissions Office. The application process will open in early November.

Late applications will be placed on a waiting list and places allocated based on the above criteria.

## **Appeals**

Parents have the right to appeal against any refusal to admit their child. Appeals should be directed to an Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the Clerk to the Governors at Hampton Primary School. The Appeals Committee will notify the Appellant of the outcome:

- Appeals must be lodged in line with the LA date, except where the initial application was a late application, in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents.
- The school will acknowledge an appeal within seven working days of it being lodged.

- Appeals relating to other admissions can be made at any time.

### **Right to Withdraw a Place**

After a place has been offered the school 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 school of important changes to the application information; or
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

### **Waiting Lists**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until 31 December 2023, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. Looked after children, previously looked after children, and those allocated a place under the Fair Access Protocol will take precedence over those children already on the list. The list will be ranked again in line with the published oversubscription criteria each time a child is added.

### **In-Year (Casual) Admissions**

Kent County Council has produced a standard form, known as the In-Year Casual Admission Form (IYCAF), which Kent schools must use to allow applicants to apply for school places in any year group outside of the normal admissions round. Parents will be able to obtain information about the process and IYCAFs from Kent County Council's Admissions and Transport Office or from the school. Enquiries relating to the process can be made via e-mail ([kentinyearadmissions@kent.gov.uk](mailto:kentinyearadmissions@kent.gov.uk)). Information and IYCAFs are also available on the Kent County Council's website to read and print. IYCAFs for Kent schools must be returned to the school. The school will process IYCAFs no later than 5 days from receipt.

### **Admission outside the normal age group**

Requests for admission to Reception 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 Reception Common Application Form (RCAF) 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. Further advice is available at [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions)