



Hartlebury Church of England (VC) Primary School

Admissions Policy September 2019 - 2020

A member of Severn Academies Educational Trust

"We aim to offer a life enhancing encounter with the person and teachings of Jesus; an encounter that will develop the nature of who we are."

Admissions Process

Applications for all Reception school places must be made on the Common Application Form (CAF) provided by Worcestershire County Council, with the opportunity to nominate schools, ranked in order of preference. The CAF can be obtained by parent(s)/carer(s) on-line at www.worcestershire.gov.uk. (Different links can be used if the family are resident in another Local Authority).

The parent(s)/carer(s) of children not on roll in a maintained Worcestershire Authority school must also fill in a Common Application Form which is available from their home Local Authority.

The Local Authority, not the school will notify parent(s)/carer(s) of the outcome of their application for a place.

Applications arising later in the year will be directly to school.

Applying for Places

Applications are welcomed from all who wish their children to attend Hartlebury CE (VC) Primary School. Pupils and their parent(s)/carer(s) who are considering applying are warmly invited to visit the school. Visits can be arranged via the school office, (telephone 01299230312).

The Governors have a Published Admission Number (PAN) of 30 places for Reception from September 2019. The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible. This policy is in line with the Local Authority Policy and that of the Department for Education (DfE) Code of Practice.

Application for Admission Outside Normal Age Range

Hartlebury CE (VC) Primary School will make decisions 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(s)/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. The opinion of the Headteacher of the previous school attended will be taken into consideration.

When informing the parent(s)/carer(s) of the decision on the year group the child should be admitted to, Hartlebury CE (VC) Primary School, will set out clearly the reasons for their decision.

Procedure

All applications submitted to the Local Authority naming Hartlebury CE (VC) Primary School will be forwarded to the school. The Local Authority will sort applications into preference order and will send those nominating **Hartlebury CE (VC) Primary School** in any position to the Governing Body for assessment. The Governing Body will rank all applications against the published Admission Criteria. The Supplementary Application Form data will then be used to place applications in order of priority according to the scheme below.

Applications will be sorted in descending order according to the Oversubscription Criteria below. With 30 places available in Reception from September 2019, this number will be reached at varying levels each year, depending on the number and nature of applications received.

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Statement or Education, Health & Care Plan (EHCP) Students

(Pupils for whom a Statement of Special Educational Needs or where an Education, Health & Care Plan (EHCP) has been agreed naming the school on the Statement/EHCP).

These pupils are automatically admitted to the school, where possible. Where places required by Statement/EHCP pupils are known before the Admissions Committee meets, the number of pupils with statements naming Hartlebury CE (VC) Primary School will be deducted from the published admission number (PAN) of 30 places available to be offered in Reception from September 2019.

Definitions

Looked After Children

Pupils who are in the care of a Local Authority or provided with accommodation by the Local Authority in accordance with Section 22 of the 'Children's Act 1989' will be given top priority in accordance with the Admissions Code of Practice in the Admissions Criteria for Hartlebury CE (VC) Primary School.

“Looked After” means all those currently in the care of or accommodated by a Local Authority under the terms of the Children’s Act 1989 and children who were previously in the care of or accommodated by a Local Authority who immediately after being ‘looked after’, became subject to an adoption, residence or special guardianship order.

Parent(s)/Carer(s) and others who have actual care of a pupil and whose address appears on the pupil's Child Benefit Book or other legal agreement confirming the care of the student

Sibling

Pupils who have a **sibling connection** attending the school at the time of application and still attending at the time of admission. The sibling connection, as well as brother and sister will include half-siblings (that is children who share one birth parent) and legally adopted children. They must also be living at the same home address. In the case of only 1 place being available for multiple births the Governors will exceed the PAN and admit all children from the multiple births. The Governors will then regulate admission into that year group so as to ensure the number on roll returns to PAN.

Home

Must be the address where the student usually lives.

Catchment Area School

A 'catchment area school' is the school allocated by the Local Authority to take children for the geographical area within which their address falls. It is likely to be the school nearest to their home address however this will not always be the case.

Criteria for Admission to Hartlebury CE (VC) Primary School

The purpose of the published Oversubscription Criteria is to give everyone a fair opportunity to apply for a place at the school. The Governors' Admissions Committee take considerable time and the utmost care to ensure that the system is applied fairly.

The Oversubscription Criteria is applied where there are more applications than places, students will be admitted in the following order of priority:

- i. Relevant '**Looked After**' and previously '**Looked After**' children.
- ii. Pupils living within the **catchment area** of the school. The catchment area information can be obtained from the Local Authority.
- iii. Pupils who would still have a **sibling connection** (as defined in the schools Admissions Policy) attending the school at the time of application and still attending at the time of admission.
- iv. Pupils who have a **significant reason** for admission, such reasons, the validity of which will be determined by the Admissions Committee of the Governing Body, will include medical, social or compassionate grounds. To be considered under this category it has to be shown that only this school can meet the medical, social or compassionate needs of the child.

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v. Parent(s)/Carer(s) are required to produce a medical certificate or other appropriate information from an independent source.

vi. Pupils who live **nearest** the school by the shortest available walking route. The measurement will be taken from the front entrance of the student's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. In the event of equidistance any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process.

Where there are too many applications from within any of the categories the next criteria will be applied.

- In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health & Care Plan (EHCP) will be offered a place at the school named in the Statement/EHCP.
- This deadline, 31 October 2018, will be adhered to **strictly** and applications received after this date will be at a disadvantage in the event of oversubscription. The Admissions Authority has agreed in its co-ordinated scheme to accept late applications and treat them as being on time, if received by 28th February 2019 only in the following circumstances;
 - a) where a family have just moved address;
 - b) where it is agreed by the Admissions Authority, that individual circumstances apply and the delay was reasonable given the circumstances of the case;In each case supporting documentary evidence will be required. In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

We remind parent(s)/carer(s) that they will only receive a single offer of a school place under the Co-ordinated Admissions process. This offer will be of their highest ranked school where a place is available.

Worcestershire Fair Access Protocol

As part of the new Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol', all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit students covered by the Protocol.

Offers of Places

The Governors' Admissions Committee will rank all applications received in order of priority as described above. The list of pupils for whom places could be offered will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to parent(s)/carer(s) of their highest ranked school where a place is available. Those for whom no place can be offered are advised of their right to appeal within fourteen days of the date of the Local Authority posting the letter.

Firm offers will be made by the home Local Authority on the published date. They will not be made by the school

The Governors reserve the right to withdraw the offer of a place before the student is admitted to the school where it is found that the:

- Offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim.
- Or where the parent(s)/carer(s) have not responded to the offer, by 30 June 2019, of the offer being made.

Waiting Lists

The parent(s)/carer(s) of pupils who are unsuccessful in gaining a place will have the student's name placed on a waiting list, until 31 December 2019, for a place at our school irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be

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allocated according to the Oversubscription Criteria listed above. Each term the waiting list is rewritten and a renewed expression of interest to remain on the waiting list must be reviewed by the school and Local Authority.

Appeals

The parent(s)/carer(s) of pupils who are unsuccessful in gaining a place at Hartlebury CE (VC) Primary School will be able to appeal to an Independent Appeals Panel. Parent(s)/Carer(s) wishing to exercise this right should contact in writing the Clerk to the Governing Body of Hartlebury CE (VC) Primary School within fourteen days of receipt of notification. The Independent Appeal Panel's procedures are in accordance with the 'Schools Standards and Framework Act 1998', as amended by the 'Education Act 2002' and the Schools Appeals Code of Practice. Parent(s)/Carer(s) may attend the hearing of their appeal and make their case to the panel.

Created – January 2018

To be Renewed Annually

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