



Ings Primary School Admissions Policy and Arrangements 2021/22

SCHOOL ADMISSION ARRANGEMENTS – 2021/22

CRITERIA FOR ADMISSION TO COMMUNITY PRIMARY SCHOOLS 2021/22

The Local Authority has a duty to co-ordinate admission arrangements for all Hull primary maintained schools. The Authority will ensure that all Hull parents who apply for a school place and whose children are starting school for the first time will receive the offer of one primary school place on the agreed date. The criteria which are to be used to allocate places is described below.

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2021. Parents are given the opportunity to express three preferences for a primary school. Published criteria are used to decide which children should be offered the available places. In primary schools an equal preference system operates, whereby the three parental preferences are given equal status. Each preference will be considered equally against the admissions criteria.

Parents have the right to express a preference for the school of their choice and they should do so on the relevant application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and from the school and should be completed by the date stipulated on the forms. The Local Authority notifies parents about the school place as soon as all the applications have been considered. – Parents are encouraged to apply online via the LA website and are notified of their allocated school on the national offer date (16 April).

Children enter school in the September of the academic year in which they will become five. Parents who would like their child to be admitted to this school during the year their child is five should ensure they have completed the necessary application form by the end of January of the same year. Children do not have to start school in September of the term following the child's fifth birthday but they must be offered a full-time place in a school in the September following their fourth birthday.

THE PUPIL ADMISSION NUMBER

The Pupil Admissions or Standard Number is the number of children the school can accommodate in any year group. The PAN/Standard number for our school is 60 per year group. We keep this number under review and the governors will apply to change the number if circumstances alter. The maximum number of pupils that Ings Primary can hold is 420.

ALLOCATION OF PLACES

The allocation of school places is based on parental preference following the High Court judgment against Rotherham LA. Parents/carers are required to submit applications under the arrangements set out in the co-ordinated admissions scheme.

Applications for pupils having statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's EHC Plan following consultation with the Head and Governors, the governing body are required to admit the pupil.

This school does not use a 'Random Allocation' procedure.

After the allocation of pupils with an EHC plan, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after, (see note (iv) below). This includes children who have been looked after pupils in other countries and then adopted.
2. Being resident in the catchment area of the school (see note (i) below.)
3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)
4. Geographical, with priority given to those living nearest to the school (see notes (ii) and (iii) below)

Criteria 3 and 4 will be used as a tie-breaker for other criteria. If the school is over-subscribed from within its catchment area after the allocation of EHC children and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

Notes

- (i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure).

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

- (ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.
- (iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

- (iv) The highest priority **must** be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) (or became subject to a residence order) (3) or special guardianship order (4). This includes children who have been looked after pupils in other countries and then been adopted.

1 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)

2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

3 Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

ADMISSIONS/APPEALS

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school increase too much (there is over subscription) If parents wish to appeal against a decision to refuse entry, they can do so by applying to the school. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned.

If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came in force in September 1999.)

Applications out of year group will also be considered by your MAT with the heads' views

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Where the authority has offered a child a place at a school:

- 1) that child is entitled to a full-time place in the September following their fourth birthday;
- 2) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- 3) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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 reception rather than year 1.

Admission authorities must 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 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. They must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

Where an admission authority agrees to a parent'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 admission authority must 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. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

LATE APPLICATIONS

If you apply for a school place after the deadline, there is no guarantee that your preferences will be considered at the same time as those received on time.

IN YEAR TRANSFERS

Parents and Carers who wish to apply for an in year transfer must contact the Local Authority for an in- year transfer form and they will notify you of the outcome of your application.

WAITING LISTS

The Local Admission Authority maintains a clear, fair and objective waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

After offers have been made in March 2021 parents and carers can ask to go on the waiting list for any school. The waiting list will be held in criteria order of the Admissions Policy and will close on 31 December 2021. Any places which become available will be filled from the waiting list.

APPEALS

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school increase too much (there is Over Subscription) If parents wish to appeal against a decision to refuse entry, they can do so by applying to the school. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned.

If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came in force in September 1999.)

REQUESTING ADMITTANCE OUTSIDE OF THE NORMAL AGE GROUP / DELAYED AND DEFERRED ADMISSION

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 reception rather than year 1.

Admission authorities must 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 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. They must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

Where an admission authority agrees to a parent'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 admission authority must 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. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

