

Title	HAT Primary Admissions
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<p>For admission into one of the Trust Primary academies a sibling link is defined as the presence of an elder brother or sister at the times of the pupil’s intended admission. Sibling is taken to include a stepbrother/sister, half-brother/sister or child who is adopted or fostered, in all cases provided they are living at the same address. The Trust reserves the right to seek documentary evidence if required. The Trust will withdraw any place allocated if the information is found to be false.</p>	
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1. Policy Statement

This policy sets out the admission arrangements for all Primary academies within Hatton Academies Trust. The Trust will consider all application for places at each of its academies in line with this policy. Where fewer applications are received than the published admission number, the individual named academy will offer places to all those who have applied.

2. Who Does This Policy Apply To?

This policy applies to:

- All applying for a school place in the Trust's Primacy academies
- All with delegated authority to make decisions on admissions in line with this policy.

3. Procedures

• General

Hatton Academies Trust will adhere to the Local Authority's co-ordinated scheme which can be found on the relevant authority's website.

Hatton Academies Trust will act in accordance with, and will ensure that each of the Independent Appeal Panels is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Appeals Code published by the Department of Education as they apply at any given time to maintained schools and with qualities of law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to 'admission authorities' shall be deemed to be references to the Board of Directors of Hatton Academies Trust.

• Procedure for Admitting Students

Hatton Academies Trust has agreed admission numbers for each of its academies for each of the years for admissions. The published admission number for each academy are set out in the appendices.

• Nursery

Where Hatton Academies Trust operates nursery provision, they will specify the number of places available in that nursery per session e.g. each morning and each afternoon.

Places per session will be offered as either full or part time.

All places will be 'free places' i.e. free for one sessions (3hrs is one session).

Children are admitted from the September of the school year when they become three.

NB Attendance at the Nursery does not guarantee admission to the Primary Phase of the particular academy.

• Reception Class

A separate application must be made for admission into Reception.

Reception class is defined in the Schools Admissions Code as 'a class in which education is provided which is suitable for children aged 5 and any children who are under or over 5 whom it is expedient to education with pupils of that age.'

Admissions to Reception classes at each of the relevant primary academies are made in the September following the child's fourth birthday. A child must start the term after they are five.

- **Process of Application**

Arrangements for applications for places at any of the Trust primary academies will be made in accordance with the local LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant Local Authority.

Hatton Academies Trust will use the relevant LA's timetable for applications to the individual academies each year.

- **Common Terms/Definitions**

Hatton Academies Trust has adopted a key number of definitions that apply across the oversubscriptions criteria in its academies. In order to assist understanding of the admission arrangements, the key terms are set out below:

- **Looked After Children and all Previously Looked After Children**

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 the social services functions at the time making an application to a school.

A previously Looked After Child is a child who was looked after but ceased to be so because the child was adopted or become the subject of a child arrangements order or special guardianship order, (see Children's Act 1999).

Evidence from the relevant social services department may be required to determine eligibility under this criterion.

- **Home Address**

Where a child lives or their 'home address' will be determined at the time of application. The child's home address is defined as the address at which the child normally resides with the parent/carer.

If a child lives with their separated parents for different parts of the week, the Trust will treat the home address as the place the child sleeps for the majority of the school week. If the child spends equal periods at the two addresses, the parents must agree to nominate one address to be taken as the home address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Trust reserves the right to seek further documentary evidence to support your claim to residence. The Trust will withdraw any place allocated if the address is found to be false.

- **Sibling Link**

For admission into one of the Trust Primary academies a sibling link is defined as the presence of an elder brother or sister at the times of the pupil's intended admission. Sibling is taken to include a stepbrother/sister, half-brother/sister or child who is adopted or fostered, in all cases provided they are living at the same address. The Trust reserves the right to seek documentary evidence if required. The Trust will withdraw any place allocated if the information is found to be false.

4. Waiting List

Each Trust academy will operate waiting lists. These lists will be maintained for the until 31st December in the normal year of entry for each individual academy. Parents are advised to contact the individual academy to add their child's details to be kept on the waiting list from the spring term onwards.

5. Admission Appeals

In the event of a place not being allocated, there is a right of appeal to an Independent Appeal Panel. The arrangements for appeal will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department of Education. The determination of the appeal panel will be binding on all parties.

The academy will prepare guidance for appellants about how the appeals process will work and will provide appellants with a named contact who can answer any enquiries appellants may have about the process.

6. Oversubscription Criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out in the appendices attached for each of the Trust schools. After the admission of pupils with an EHC Plan where the individual Academy is named as the appropriate provision, the criteria will be applied in the order in which they are set out within the appendices.

Appendix 1 Victoria Primary Academy Admissions Policy

The published admissions number for Victoria Primary Academy is 60. If the Academy receives more application for places than are available in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of Hatton Academies Trust Primary school by Northamptonshire County Council's School Admissions Team Local as part of the local coordinated scheme.

Places will be allocated to pupils who have a statement of Special Educational Needs (SEN) or an Education, Health and Care (EHC) plan that names the academy as the appropriate provision. When there are more applications for places than there are available priority will be given in the following order:

1. Children in public care of previously in public care but immediately after being looked after become subject to an adoption, child arrangements order or special guardianship order.
2. Pupils with a brother or sister continuing at the school at the time of admission of the child.
3. Pupils who live closer to the preferred school than any other school.

4. Other pupils

Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to Victoria Primary Academy.

Full information regards applying for a primary school place can be accessed on the link below, which includes details regarding:

- Deciding which primary schools to apply for
- Equal preferencing
- How to apply for a primary school place
- Primary school admissions - key dates and deadlines
- Primary school place offers
- Primary schools that require additional admissions information
- School ages and when to apply
- Summer born children - deferring entry to primary school by a full year

<https://www3.northamptonshire.gov.uk/councilservices/children-familieseducation/schools-and-education/school-admissions/Pages/default.aspx>

Appendix 2 Oakway Academy Admissions Policy

The published admissions number for Victoria Primary Academy is 90. If the Academy receives more application for places than are available in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of Hatton Academies Trust Primary school by Northamptonshire County Council's School Admissions Team Local as part of the local coordinated scheme.

Places will be allocated to pupils who have a statement of Special Educational Needs (SEN) or an Education, Health and Care (EHC) plan that names the academy as the appropriate provision. When there are more applications for places than there are available priority will be given in the following order:

1. Children in public care of previously in public care but immediately after being looked after become subject to an adoption, child arrangements order or special guardianship order.
2. Pupils with a brother or sister continuing at the school at the time of admission of the child.
3. Pupils who live closer to the preferred school than any other school.
4. Other pupils

Tiebreaker

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<https://www3.northamptonshire.gov.uk/councilservices/children-familieseducation/schools-and-education/school-admissions/Pages/default.aspx>

Appendix 3 Ecton Village Primary Academy Admissions Policy

The published admissions number for Ecton Village Primary Academy is 90. If the Academy receives more application for places than are available in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of Hatton Academies Trust Primary school by Northamptonshire County Council's School Admissions Team Local as part of the local coordinated scheme.

Places will be allocated to pupils who have a statement of Special Educational Needs (SEN) or an Education, Health and Care (EHC) plan that names the academy as the appropriate provision. When there are more applications for places than there are available priority will be given in the following order:

1. Children in public care of previously in public care but immediately after being looked after become subject to an adoption, child arrangements order or special guardianship order.
2. Pupils with a brother or sister continuing at the school at the time of admission of the child.
3. Pupils who live closer to the preferred school than any other school.
4. Other pupils

Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to Victoria Primary Academy.

Full information regards applying for a primary school place can be accessed on the link below, which includes details regarding:

- Deciding which primary schools to apply for

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