Admissions Policy

Hawthorn Primary School

Approved by:	FGB	**Date:**	10th December 2020
Last reviewed on:	25th October 2019		
Next review due by:	December 2020		

Admission policy for Hawthorn Primary School for the academic year 2022/23

The Board of Governors is the Admissions Authority of this school and is responsible for determining the school's admissions policy.

The number of places available in the Reception class in academic year 2022/23 is 30.

How and when to apply for places

All applications for school places must be through the Local Authority the applicant lives in (pays council tax to).

Applications for Reception places for September 2022 must be submitted **by midday on 15 January 2022**. Applications for school places in other year groups or after the start of the school year can be submitted at any time.

Late applications

Applications received after the closing date will be classed as late and processed after all of the applications received on time.

Special Educational Needs

Children who have an Education, Health and Care Plan which names the school will be admitted to the school.

How places will be allocated

If there are enough places at the school then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places.

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1. Children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
2. Children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Children with a brother or sister (a sibling) who will be on roll at the school on the date that the child will be admitted in September 2022. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, as long as the children live at the same address. However, please note that children attending the nursery class or other Early Education or childcare provision attached to the school will not be given priority as sibling links.
4. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.

5. Children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

Parents and carers should note that the allocation of Reception places does not take into account attendance at any specific nursery class or school.

Tie break

In every criteria, distance from home to school will be the deciding factor. In the event that more than one child has an equal right to an available place the place will be offered by random allocation.

Additional notes

- Parents/carers have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. If conflicting applications are received or the admissions team is made aware of a dispute between parents all applications will be placed on hold and will not be processed until written agreement is provided from both parents or a Court Order is obtained confirming which application has priority.
- When stating your choice of school, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives at more than one address Monday to Friday (for example due to a separation) the address used should be where the child lives most of the time during the school week. Only one address can be used. If the child lives at two addresses, the Local Authority will decide which address to use based on child benefit, child tax credit, Court Orders and/or GP registration.

Waiting lists

For applications for Reception places, waiting lists will be kept until the 31 December 2022 and will then be cleared. Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received. From January and then on a termly basis, waiting lists will be cleared and parents will need to re-apply each term if they still want their child to be considered for a place at the school.

Summer born children and the admission of children below compulsory school age including deferred entry and part time admission

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children (born between 1 April 2018 and 31 August 2018) wish them to be admitted to the Reception year in the term following their fifth birthday, rather than year 1, then parents should submit a written request providing reasons for seeking a place outside of the normal age group and any supporting evidence from relevant professionals.

Requests must be submitted before the closing date for Reception applications in the child's normal age group in good time for the LA to notify the school, and for the Board of Governors/Academy Trust to consider the request and inform the parent of the outcome before the closing date for the normal age group. In other words, for children due to start school in September 2022 where the parent wishes the child to delay admission until 2023, parents must submit their requests well before 15 January 2022. The Governing Body/Academy Trust will consider each case individually.

If the request is agreed, any application made for the normal age group will be withdrawn before any place is offered and parents will need to reapply in the normal way for a Reception place in the following year.

If the request is refused, the parents must decide whether to apply for a Reception place in the current academic year (Note it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the year 1 group may have no vacancies as it could be full with children transferring from the previous Reception year group.

Further information and advice on the admission of summer born children is available from Newcastle City Council School Admissions.

Right of appeal

Parents/carers who are refused a place for their child have a statutory right of appeal to an independent appeals panel. Appeals for Reception places should be submitted by 15 May 2022 to ensure they will be heard before the end of July 2022. Please contact Newcastle City Council's School Appeals Team for information (phone 0191 277 7427 or email schoolappeals@newcastle.gov.uk). Information is also available at www.newcastle.gov.uk/admissions

Definitions

- A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order)** is an order outlining the arrangements as to the person with whom the child will live.
- A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.