

HADLEIGH INFANT & NURSERY SCHOOL



Admissions Policy 2019-2022

Version	Supersedes all previous versions
Document authors	Sam Proctor
Other contributors	-
Policy produced (date)	December 2017
Policy approved by	Curriculum and Admissions Committee
Policy approved (date)	December 2017
Policy to be reviewed (date)	December 2021
Other related policies	-
Other paperwork attached	-

Version History Log for this document

Version	Date Published	Details of key changes from previous version

Published Admissions Number

The Publish Admissions Number (PAN) for Hadleigh Infants and Nursery School is 90.

Early Years Admissions

As required by law, the school will provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child after September's transitional period (*first two weeks in September*) then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point.

Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place initially should contact the school for further details as to what this would entail.

If you plan to defer your child's start date until later in the school year, you must still apply at the usual time for primary or infant school places. Where entry is deferred, the school will hold the place for that child and not offer it to another child. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term.

Summer-born children

Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted. The admission authority for the school and the Head Teacher will decide whether the application for a Reception place will be accepted. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

Application Procedure

Applications must be made in accordance with the co-ordinated admission arrangements operated by the child's home local authority. For children resident in Essex this is detailed in the *Primary Education in Essex* booklet published by Essex County Council.

Admission Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit;

1. Looked After Children and previously looked after children;
2. Children living in the priority admission area with a sibling attending the school or Hadleigh Junior School at the time of admission;
3. Children with a sibling attending Hadleigh Infant School at the time of admission;
4. Children with a sibling attending Hadleigh Junior School at the time of admission;
5. Children who have attended the school's Nursery for at least 15 hours of state-funded provision;
6. Children of staff who work at the school;
7. Other children living in the priority admission area;
8. Remaining applications.

Looked After Children

A 'looked after Child' or a child who was previously looked after but immediately after being looked after became subject to adoption, residence or special guardianship order will be given first priority in oversubscription ahead of all other applicants in accordance with the School Admissions Code 2012. A looked after child is a child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by a Local Authority in exercise of their social services function (as defined in Section 22 (1) of the Children Act 1989).

Siblings

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister, fostered brother or sister or stepbrother or stepsister living in the same family unit in the same family address who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group will be treated as siblings irrespective of place of residence. Children residing in the same family such as cousins will not be treated as siblings.

Priority Admissions Area

Please contact the school or visit the school's website for details of the priority admissions area.

Exceptional Medical Circumstances

Exceptional medical circumstances (supported by recent professional medical evidence) may override the above. This evidence will have to demonstrate that Hadleigh Infants and Nursery School is the only suitable school. A panel of Governors will review the evidence and determine whether the child will be given priority.

Pupils with a EHCP

Pupils with a EHCP linked to special educational needs whose EHCP names Hadleigh Infants and Nursery School will be admitted irrespective of our admissions criteria.

Straight Line Distance

In each individual criterion, distance between home and school (measured in a straight line) will be calculated, with those living closest being given the highest priority. Straight line distances are calculated by Essex County Council using a computerised geographical information system as defined in the *Primary Education in Essex* booklet.

Waiting List

In the event of oversubscription, a waiting list will be maintained at Essex County Council until the end of August the year following the desired date of admission. Thereafter the waiting list will be maintained by the school until the end of the autumn term following the desired date of admission. The waiting list will be maintained in the order of the admission criteria.

Late Applications

Applications received after National Closing date will be handled in accordance with the co-ordinated admission arrangements operated by child's home local authority. For children resident in Essex this is published in the *Primary Education in Essex* booklet.

Appeals

Parents whose children are refused admission to the school have a statutory right to appeal to an independent appeal panel i.e. independent of the school.