

HADLEIGH INFANT & NURSERY SCHOOL



Admissions Policy

2023-2024

Version	Supersedes all previous versions
Document authors	Sam Proctor
Other contributors	-
Policy produced (date)	December 2021
Policy approved by	FGB
Policy approved (date)	January 2022
Policy to be reviewed (date)	December 2022
Other related policies	Complaints Policy SEND Policy
Other paperwork attached	-

Version History Log for this document

Version	Date Published	Details of key changes from previous version
1	January 2022	New Policy - Policy supersedes all previous versions.

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 have worked at the school for two or more years at the time at which the application for admission to the school is made;
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 an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (as defined in Section 22(1) of the Children Act 1989).

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.

Admission Outside of the 'Normal Age Group'

Parents may seek a place at a school outside of a child's normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Any such request must be made in writing with an application setting out clearly the reasons, with any supporting evidence from relevant professionals such as teachers or doctors. Each such case will be considered by the school's admissions authority on an individual basis. The views of the Head Teacher of the school will be provided to the school's admissions authority.

There is no guarantee that a request for a place outside of a child's normal age group will be agreed.

Siblings

For applications made in the normal admission round a relevant sibling is a brother, sister, adopted brother or sister, fostered brother or sister or stepbrother or stepsister attends the mentioned school in any year group excluding the final year. Other than biological siblings, the other child must live in the same family unit in the same family address to be considered a sibling under this policy. Other Children residing in the same family (such as cousins) will not be treated as siblings.

Priority Admissions Area

There is no guarantee of a place to children living in the priority admission area of a particular school. Please contact the school or visit the school's website for details of the priority admissions area.

Parents are also able to check in which school's priority admission area their address is located (if any) using the online 'Priority admission (catchment) area finder' on the Council's website www.essex.gov.uk/admissions.

Home address

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement can be provided by 3 February 2023.

The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident', including overnight. This is generally the address of the parent/carer.

In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application will be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and formal residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Where there is an eligibility for child benefit, evidence that the adult with whom the child is 'ordinarily resident' receives the child benefit may be requested.

Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person.

Straight Line Distance / Distance tie breaker

For admissions purposes the LA and school uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described above.

Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home.

In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council / School not involved in admissions, with the exception of twins, triplets etc.

Waiting List

In the event of oversubscription, a waiting list will be maintained at Hadleigh Infants and Nursery School until the end of August the year following the desired date of admission. The waiting list will be maintained in the order of the admission criteria.

All applications that are received during the year for a place in any year group which is oversubscribed the school will use the same admissions criteria which is set out on Page 3 of this policy to create a year group waiting list.

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.

Applying for a mid-year place at our school

Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Reception.

All mid-year applications should be made directly to the school, using the mid-year application form. This can be accessed by contacting the school directly on the details below:

Phone: 01702 557979

Email: admin@hadleigh-inf.essex.sch.uk

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group.

Please note: if a mid-year application is received during a school holiday period, we will respond as soon as possible when the school reopens.

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. If you would like to find out more about how you can appeal a decision, please contact Mrs. J. Reader at the school.