



HOLLAND HAVEN PRIMARY SCHOOL

ADMISSION POLICY 2023/2024

The school's Approved Admission Number is 60 for the Reception Year, and this will be the number of intended admissions for the year September 2023 until August 2024. Each class has a Governors' Planning Number, which is currently 30 for Key Stage 1 and Key Stage 2 classes.

NEW ENTRANTS

The school will admit children to one of the reception classes in the year in which their fifth birthday falls, without reference to ability or aptitude. All children will be admitted in the September prior to their fifth birthday.

Parents may request to defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

The school will consider a parent's request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

PROCEDURE – NEW ENTRANTS

The process for application will be in line with the information published by the LA.

OVER SUBSCRIPTION CRITERION

All children whose statement of special educational needs (SEN) or education, health and care plan (EHCP) names the school, will be admitted before other places are allocated following a consultation by the Local Authority with the school's governing board.

When 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:

- (i) Looked after children; 'A looked after child' or a child who was previously looked after, became subject to an adoption, child arrangements, or special guardianship order* including those who appear to Holland Haven, 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 (see the definition in section 22(1) of the Children Act 1989).
- (ii) Children of teaching staff, where the staff member has been employed at the school for two or more years at the time at which the application for admission to the school has been made.
- (iii) Children who, at the time of consideration, can prove that they reside in the priority admission area which comprises the political wards of St Bartholomew and Holland Haven (a map of this area is available at the school) who have a sibling living in the same family unit, in the same family household and address, who will be attending the school on the date of entry. The definition of a 'sibling' includes

brothers and sisters and step-brothers and sisters. In addition, biological siblings are treated as siblings irrespective of residence. The older sibling must be attending the school at the time the application is submitted for the younger child and there must be a reasonable expectation that the older child will still be at the school at the time the younger child is admitted. This would mean that a sibling link would exist when the older child was in any year except the final year of the school, which for this school would be Year 6. Children residing in the same household as part of an extended family, such as cousins, **will not** be treated as siblings.

- (iv) Children, who at the time of consideration, do not reside in the priority admission area but have a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address who will be attending this school on the date of entry. (Definition as above)
- (v) Children who, at the time of consideration, can prove that they reside in the priority admission area which comprises the political wards of St Bartholomew and Holland Haven (a map of this area is available at the school) who do not have a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address who will be attending the school on the date of entry;
- (vi) Remaining applications

Please note that should there be more applicants than spaces available in each category then priority will be given to the child who lives nearest to the school. All straight line distances are calculated electronically by the LA using data proved jointly by the Post Office and Ordnance Survey. The data is used to plot the co-ordinates of each individual property and school and provides the address points between which straight line distance is measured.

For any children who are not offered a place in the reception year then a waiting list will be kept for the remainder of the first full term, in line with the above criteria, and should a space become available it will be offered to the first person on the list.

PROCEDURE FOR APPLICANTS ALREADY IN EDUCATION

1. If applying for a place at this school, then a **Mid-Year Application Form is available from either the school office or the school's website.** Holland Haven Primary School does not hold a waiting list for any mid-year applications.
2. If there is a space in the applicant's year group then a place will be offered in accordance with the oversubscription criteria listed in this policy.
3. If during the first term in EYFS (until 31st December) the school receives more applicants than the number of places it has available, places will be given to those children who meet any of the criteria set out above.
4. If no space is available then Planning and Admissions will secure a school place for the child.
5. Offer letters will be sent to all successful applicants by Planning and Admissions **and the school office.**

- All offers of places are subject to acceptance of the offer being received by the school in writing within 14 days of the date of the offer letter and the child starting within 15 school days of the acceptance being received by the school.

- The school must be kept informed of any changes in circumstances; such as change of address or contact number.
- If any of these conditions are not met the offer of a place will be deemed to have been withdrawn and the child will be removed from the list of applicants seeking admission.

DELAYED ENTRY TO SCHOOL FOR SUMMER-BORN CHILDREN

Parents of a summer-born child (1 April-31 August) who wish their child to start school in the autumn term following their fifth birthday, in the Reception year and not year 1, are advised to apply for a place at the correct time for their child's normal admission round. At the same time they should write to the school requesting admission out of the normal age range providing any supporting documentation and evidence from relevant professionals working with the child and family stating why the child should be placed outside their normal age appropriate cohort. If the request for admission out of normal age range is granted, by the school, this does not constitute the offer of a place for the following year and a new application must be made to the Local Authority as part of that year's main admissions round. If no application for admission out of age range is made or granted during the appropriate time for the child's relevant cohort and parents still wish their child to start school in the autumn term following their fifth birthday, an application must be made in the normal admission round for that academic year.

Again, the parents should write to the school with supporting documentation and evidence. The school will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. If the application for a Reception place is not accepted, this does not constitute a refusal of a place and there is no right to an independent statutory appeal.

APPEALS

The school will establish arrangements for appeals against non-admissions, which are independent. Details of admissions and appeals arrangements are available from the Clerk to Independent Appeal Panel, at PC Box 11, Chelmsford, Essex CM1 1LX, on request; however, applicants should note that the Government's policy to limit class sizes in Key Stage 1 classes to 30 have restricted the grounds on which appeals can succeed.

* An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Curriculum committee: 20th September 2021
Full Governor ratification: 6th December 2021