



# Policy Statement & Procedures

# Admissions

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# Admissions Policy Statement & Procedures

## Scope

This document is applicable to the following:

✓	Parent/s & Carers		Staff	✓	Community
	Children		Governors		Volunteers/Visitors
	Contractors				

## Policy Statement

The school will:

- Manage pupil admissions in accordance with guidance from relevant legislation including the *School Admissions Code (2012)*; *School Standard and Framework Act (1998)* and *Section 22 of the Children Act 1989*; and any subsequent Act/s and/or national/regional guidance;
- Never use or apply a selective admission criteria based on a child's individual abilities (e.g. academic, sport, art, etc.);
- Seek to be as inclusive as possible, including when admitting pupils and will not discriminate against any protected characteristics;
- Only place an admission requirement based on number;
- Use Warwickshire County Council as its nominated service provider for school admissions and will adhere to and uphold their admissions policy requirements.

*Please note that admission to Henry Hinde Infant School does not guarantee admission into Henry Hinde Junior School, who set their own admissions policy. For further information, please contact Henry Hinde Junior School directly.*

## Related Documents

This policy and procedures should be considered in relation to the guidance listed above and:

- Warwickshire County Council Admission Arrangements and Coordinated Admissions Scheme;
- Equality Policy Statement and Procedures.

## Procedures

### Admission of Pupils

Henry Hinde Infant School is co-educational with an age range from 4 – 7.

Children will usually be admitted before statutory school age, at the beginning of the academic year in which they reach five years of age without reference to ability or aptitude. However, in exceptional circumstances, parents can request that the date their child is admitted is deferred until later in the academic year or that their child takes up the place part-time. Any such request will be considered on a case-by-case basis by the Board of Governors and Warwickshire Admissions Service.

The compulsory age for a child to start full time education is at the beginning of the school term after the child's fifth birthday. In a very few rare cases where it might not be appropriate for the child to be in their age appropriate year group, there is a detailed process to consider the child's physical, emotional and social maturity before any decisions are made.

## **Planned Admission Number (PAN)**

The planned admission number, which represents the number of pupils the school will admit if sufficient applications for places are received, is 60 per year group. Admission above this number would breach the infant class size limit restricted to 30 pupils per teacher. Additional children may be admitted under very limited exceptional circumstances as set out in the School Admissions Code. When admitted, these children will remain an 'excepted pupil' for the time that are in an infant class or until the class numbers fall back to the current infant class size limit. The 'excepted' children are:

- Children with Statements of Special Educational Needs/Education, Health and Care Plan admitted outside the normal admissions round;
- Looked after children and previously looked after children admitted outside the normal admission round;
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal;
- Children who move into the area outside the normal admission round for whom there is not other available school with reasonable distance;
- Children of UK service personnel admitted outside the normal admission round;
- Twins and children from multiple births when one of the siblings is the 30<sup>th</sup> child admitted;
- Children with SEND who are normally taught in an SEND unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

*\*Please note that the 2012 School Admissions Code allows the school to set a higher admission number than that indicated by the capacity assessment (55).*

## **Henry Hinde Infant School Priority Area**

Henry Hinde Infant School is part of a single super priority area that combines the priority areas of all primary aged schools in Bilton, namely Bawnmore Infant School, Bilton Infant School, Bilton Junior School, Cawston Grange Primary School, Henry Hinde Infant School and Henry Hinde Junior School. This priority area extends as follows:

The area is bounded by and includes the Western Relief Road south of the Sow Brook, along the eastern extent of the Dunchurch Parish boundary, bounded in the south by a line drawn to the south of the Cawston Farm (house) and Cawston House but excluding Fox Covert, to Alwyn Road. Northampton Lane, Dunchurch Road (even numbers) to its junction with Overslade Lane. Overslade Lane, Lytham Road (west side), May Lane, Gilbert Avenue and Addison Road, to Sow Brook along to Western Relief Road. Incorporates the Cawston Grange Estate, Cawston village, the Admirals, Brookfield and Beechcroft Estates. The parish of Dunchurch excluding the northern area from a line meeting the boundary of Long Lawford Parish (excluded) to include the Penthouse and to exclude the reservoir, crossing Coventry Road (A4071) at the narrow railway bridge and follows a line east to exclude Brickyard Spinney and Cawston Farm, including Fox Covert and following the water course to cross Cawston Lane (included south of that point) and to exclude Cawston House running east to rejoin the boundary of the Dunchurch Parish excluding Little Scotland Farm.

## **Timetable**

The timetable for admission to Reception is set by Warwickshire County Council. The process starts over a year in advance of school entry, with parents registering their interest with the school or the County Council. Application forms will be sent by the County Council. The initial closing date for applications is usually in mid-January, with late applications being considered after those received on time.

Offers of admission for Reception classes will be made on a date set by Warwickshire County Council. The Board of Governors will determine their decision based solely upon the admissions criteria and parents or guardians will be notified in writing by Warwickshire County Council as to whether their application has been successful or not.

Parents or guardians who are offered a place for their child are given two weeks to respond then a further letter is sent giving a final date at which the offer will be withdrawn.

If the school is oversubscribed for entry to the Reception year, Warwickshire County Council will automatically add the names of the children refused places to the waiting list (provided no higher preference has been offered). Any vacancies, which occur in this year group, will be reoffered to children on the waiting list using the school's admission criteria. Parents should be aware that a child's position in the list can alter as children with higher priorities are added or withdrawn. This waiting list, held by Warwickshire County Council, terminates at the end of the Autumn term.

### **Casual or In Year Applications**

Applications made later than admission should be made directly to Warwickshire County Council.

### **Over Subscription 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. Late applications will be considered after those received on time.

*Note: The Board of Governors recognise their duty to admit a child with an Education, Health and Care Plan that names the school, if the school can reasonably meet the needs stated in such a plan. This may reduce the number of places available for other applicants.*

1. Children in the care of, or provided with accommodation by, a Local Authority and children who were looked after, but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order);
2. Children living in the priority area who have a sibling at the school at the time of admission;
3. Children living in the priority area who have a sibling at Henry Hinde Junior School at the time of admission;
4. Other children living in the priority area;
5. Children living outside the priority area who have a sibling at the school at the time of admission;
6. Children living outside the priority area who have a sibling at Henry Hinde Junior School at the time of admission;
7. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority).

Distance will be calculated by the straight line measurement from the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County boundary.

### **Waiting Lists**

The school maintains a waiting list of children who have applied for a place at the school, but have been unsuccessful based on the school's oversubscription criteria. This list is maintained until the 31<sup>st</sup> December each year. If parent/s wish a child's name to remain on the waiting list, they must contact Warwickshire Admissions before or shortly after this date.

### **Reception Entry**

Children will be offered a place at our school for the September following their fourth birthday. Where the school has offered a child a place at school:

- The child is entitled to a full-time place in the September following their fourth birthday;

- The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

All of the above must be discussed with Warwickshire Admissions and the Head Teacher prior to any school place application being made.

### **Education out of Year Group**

Parent/s who wish for their summer born child to attend Reception in September following their fifth birthday, rather than Year 1, must contact Warwickshire Admissions to discuss this in the autumn term prior to their child's fourth birthday.

### **Additional Information**

The definition of a child's home address is where a child normally resides/sleeps when he/she attends school. Addresses of relatives or child minders are excluded. Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place is likely to be withdrawn.

An offer of a place will take account of a future move involving the child's address, only if the parent provides independent evidence of the move (e.g. tenancy agreement terminating beyond the start of the autumn term or exchange of contracts). This must be confirmed before a date set by Warwickshire County Council.

Where a child lives with two separate parents in separate addresses the qualifying address will be that where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will need to nominate which address they wish to be the child's main address for school admission purposes.

Sibling refers to a brother or sister, a half brother or sister, an adopted brother or sister, a stepbrother or stepsister, living at the same address as the child applying for the place. A sibling connection may not be accepted if the original place was obtained by using fraudulent or false information.

If the final place in a year group is offered to one of twins (or other multiple birth), then the other twin (sibling from multiple birth) may be admitted as an exception to the limit on infant class sizes.

### **Appeals**

Should an application for entry be unsuccessful, parents have the right of appeal to an independent panel (see Warwickshire County Council website for more information).

### **Fair Access Protocol**

The school has adopted Warwickshire County Council's policy concerning looked after children and the County's In-Year Fair Access Protocol (IYFAP). Please contact Warwickshire County Council for information.

### **Useful Contacts**

Warwickshire County Council - [www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)  
Warwickshire Admissions – 01926 410 410