



SCHOOL ADMISSION ARRANGEMENTS FOR CLEEVE PRIMARY SCHOOL 2019/20

CRITERIA FOR ADMISSION TO COMMUNITY PRIMARY SCHOOLS 2019/20

(Adapted from Hull City Council's published admissions arrangements for community schools)

The Local Authority has a duty to co-ordinate admission arrangements for all Hull primary maintained schools. The Local Authority will ensure that all Hull parents whose children are starting school for the first time receive the offer of one primary school place on the agreed date. The criteria which are to be used to allocate places when a community are described below. Admissions criteria for each individual Academy, Voluntary Aided or Trust School can be obtained from the individual institution

Parents are given the opportunity to express three preferences for a primary school. Published criteria are used to decide which children should be offered the available places. In primary schools an equal preference system operates, whereby the three parental preferences are given equal status. Each preference will be considered equally against the admissions criteria.

The allocation of school places is based on parental preference following the High Court judgment against Rotherham LA. Parents/carers are required to submit applications under the arrangements set out in the co-ordinated admissions scheme.

Applications for pupils having an Educational Health and Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's EHCP following consultation with the Head and Governors, the governing body are required to admit the pupil. After the allocation of statemented pupils with an EHCP, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

Admissions Criteria for Community Primary Schools

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school and those who have been previously looked after, (see note (iv) below),
2. Being resident in the catchment area of the school (see note (i) below)
3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)
4. Geographical, with priority given to those living nearest to the school (see notes (i) and (iii) below)

Criteria 3 and 4 will be used as a **tie-breaker** for other criteria. If the school is oversubscribed from within its catchment area after the allocation of children with an EHCP and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

Notes

(i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure). See appendix 1 catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (eg due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

(iv) The highest priority **must** be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) (or became subject to a child arrangement order previously known as a residence order) (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1 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).

2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

3 Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

4 See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order.

School	Admission authority	Published admission number 2019/20
Cleeve Primary	Academy Trust	60

Admission to Reception

When allocated a place at Cleeve Primary, a child will be entitled to a full time place in September following their fourth birthday

Requests for the admission of children outside their normal age group

Parents may request a place for their child outside of their normal age group. Any parents wishing to do so should be a request in writing to the Executive Head Teacher at the time of application.

In Year Fair Access

This refers to the council's duty to ensure that access to education is secured quickly for children who have no school place and those with challenging behaviour are offered a place at a suitable school as quickly as possible.

The council accordingly has a protocol detailing arrangements for the placement of pupils who may be hard to place due to a history of challenging or disruptive behaviour, to other vulnerable pupils who may be at risk of being out of school for periods of longer than 15 days and those pupils who may require a managed move transfer to a new school for the purpose of making a fresh start.

Pupils moving into the area during the academic year

Parents / carers moving into Hull during the academic year should complete and In Year Transfer Form. This will allow parents to express up to three preferences, in rank order, for a place at a school and give reasons for their preferences. The completed form should be sent to the Admissions Team, 2nd Floor Treasury Building, Guildhall Road, Hull HU1 2AB.

The appropriate admissions authority for the schools requested will then consider your request. If a place can be allocated at one school then named on the In Year Transfer Form then the admissions team will allocate a place. Where a place can be allocated at more than one school the admissions team will allocate a place at the school ranked highest on the form. If a place cannot be allocated at any of the named schools, your child will be allocated a place at the nearest school with a place available.

Any parent refused a place will be offered their right to appeal against the decision to an independent appeals panel. This is likely to occur when the year group is full.