

Neasden Primary School



Admissions Policy

Reviewed March 2018 by N Loten

Neasden Primary School Admissions Policy 2019/20

Aim:

The aim of this policy is to provide parents / carers with a clear explanation of how to apply for a place at Neasden Primary School. Even if your child is already attending the Foundation Stage 1 (Nursery) class at a school, you still have to apply for a place in the main school , the closing date is 15th Jan 2019

What you need to know and do:

We welcome your enquiries and we have a school prospectus, in which further information can be found, including curriculum details, school uniform, details of pupil attainments at the Key Stages and other useful information. These are available from the School Reception.

Preference forms for admission to Hull primary schools (including Neasden Primary) must be filled in and returned to school by no later than **15th January 2019**. Paper application forms are available from school. However, many parents may find it quicker and easier to apply electronically using Hull City Council's online application system at www.hullcc.gov.uk

Offers of places at Hull primary schools, including Neasden primary will be made on 16th April 2020.

Admission to Neasden Primary School (ages 5-11)

Your child must be admitted to a school by the beginning of the term following his / her 5th birthday. In order to arrange for admission to Neasden Primary, you must apply for a school place under the arrangements set out as follows.

Hull City Council is responsible for admissions to Neasden Primary school however, it is best initially to discuss admission with the school and to ***apply for a place by the closing date of 15th January 2019***

Deferred Entry

Parents who accept a place in school for their child may request that admission is deferred until the term after their child's fifth birthday, provided that the place is taken up within the same academic year. However, parents should be aware that places cannot be held open between one school year and the next.

How to apply for a place

Under the Hull co-ordinated primary school admission scheme you are allowed to apply for any Hull Primary School. You can also apply for a school in the East Riding of Yorkshire as well as a Hull school. If you apply for more than one Hull school, the last application submitted before the deadline date is the application which will be considered as the school you most want.

If you want to apply for a school in the East Riding of Yorkshire Council then you have to approach that Council directly.

You can apply for a place at Neasden Primary or any Hull primary school online at www.hull.cc.gov.uk. **The online system is available 24 hours a day, 7 days a week closing date 15th Jan 2019** .If you use this system the details you input will be secure and will not allow any unauthorised person to see information they are not entitled to see. You will not be asked for any more information than if you were completing a paper application form, and you will still be able to submit a further application if you change your mind or move address. However, the later application is the only one that will be accepted. There is no reason or need to complete both a paper and an electronic application, but an electronic application would not be given a higher priority for a school place. If you are not able to apply online please come and see the school who will have some hard copies of the admission form. The same policy is used for both types of application.

What are the benefits of applying online?

- It is quick and easy to do so
- You can apply from home 24 hours a day
- Alternatively, the Council offers free computer / internet access
- No risk that the application will get lost in the post
- You can change your mind right up to the deadline set for applications
- The system helps you by checking for errors
- You will get an e-mail acknowledgement that your application has been received

What do I need to be able to apply online?

You need an e-mail account and you will need access to the electronic application form on Hull City Council's website.

The council offers free computer access at it's Libraries and Customer Service Centres. Addresses of the Customer Services centres are listed below.

Customer Service Centre staff will be happy to support you to make your application by assisting you to:

- Become a library member if you are not one already (this is necessary if you wish to use the computers)
- Help you set up an e-mail account if you do not have one already.
- Assist you in completing and submitting the application and printing off the acknowledgement if you require their help.

Contact Details

Customer Service Centres are given below:

- ❖ The Wilson Centre
- ❖ Holdernes Road
- ❖ Ings
- ❖ Bransholme
- ❖ The Orchard Centre

The admissions team on Tel. 300300 can help you, or you can call in at Kingston House yourself to speak to a member of staff in the team.

Infant Class Size Legislation

Since September 2001, subject to certain limited exceptions, no infant class may contain more than 30 pupils. Admission authorities would refuse to admit a child to a school where admission would oblige the school to take measures such as employing an extra teacher or building an extra classroom to comply with the limit on infant class sizes. Infant classes are classes in which the majority of pupils will reach the age of 5, 6 or 7 during the school year. This means that from September 2009 admissions to Reception classes have had to take account of the government's infant class size regulations, and ***IT WILL NOT BE POSSIBLE TO GUARANTEE PLACES FOR PUPILS AT THEIR CATCHMENT AREA SCHOOL IF TO ADMIT THEM WOULD BREACH THE INFANT CLASS SIZES REGULATIONS.***

How the preference system works

Following a High Court judgement against another education authority, it is no longer possible to guarantee a place at the 'catchment area' school. Expression of preference for a school is the first requirement and you should be aware that if you do not express a preference for your catchment area school your child may not be allocated a place there. Even if you do, a place is not guaranteed (as explained in previous paragraph). When a school is over subscribed through parents expressing a preference for it, places will be allocated in accordance with the criteria set out below.

The policy followed in deciding admissions to primary schools

- a) Community and voluntary controlled schools for which Hull is the Admissions authority
 - i) The City Council recognises the right of parents under the school standards and Framework act 1998 to express a preference for any school they wish their child to attend. The council however, in endeavouring to comply with this preference, has a duty to the wider community to ensure the efficient provision of education in Hull, including efficiency in the use of resources. Thus the Council published in the schedule of maintained schools an admissions limit for each primary school for the year beginning 2009, which takes account of the requirements of the School Standards and Framework Act 1998. This admission limit lays down the maximum number of pupils that the council considers can be admitted to the school and has been calculated with reference to efficiency in the provision of education in the use of resources, and infant class size restrictions.
 - ii) Within the limitations expressed above, the City Council has found that parents generally wish their child to attend school as near to their home as possible. In recognition of these wishes, all Community and Voluntary Controlled schools have a catchment area (with the exception of St Nicholas Primary). The factors for allocating places when applications exceed the admission limit are set out below.
 - iii) Where application for places at a particular school are within the admission limit set for the school, then places will be allocated to all the applicants.
 - iv) Where applications for places at a particular school exceed the admission limit set for the school places will be allocated up to the admission limit set using the oversubscription criteria set out below.

The Admissions limit for Neasden Primary School is 45

The allocation of school places is based on parental preference so it is very important that you apply for a place at school by September 2018 even if you have already put your child's name down at school, or have previously applied for a place in our Early Years Foundation Stage Unit

Applications received for pupils having statements of special education needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's statement following consultation with the Head of Governors, the school have to admit the child.

After the admission of statemented pupils, where the number is greater than the admission limit, the following criteria will be applied in the order in which they have been set out:

1. Children in public care at the time when preferences are expressed, 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.)
at the expected time of admission (see note (ii) below)
4. Geographical, with priority given to those living nearest to the school (see notes (ii) and (iii) below)

Criteria 3 and 4 will be used as a **tie-breaker** for other criteria. If the school is over subscribed 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 Route finder, 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 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.

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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.

What if the school is full?

Hull City Council is unable to offer you a place at your preferred school (s) if in offering your child a place at the school the Local Authority would be breaching the admission limit, or infant class size restrictions, prejudicing the efficient use of resources or the efficient provision of education at the school. It is the policy of Hull City Council to fill schools to their admission limits using the criteria set out previously. In arriving at a decision to refuse a place, the City Council will have applied these criteria.

Under these circumstances the options available to you are:

- Accept a place at an alternative school that has available places, which you find acceptable.
- Appeal against the decision of Hull City Council to an independent panel which will consider the matter. Details on the appeals procedure are set out below.

Appeals Procedure

Community and Voluntary Controlled Schools

- i) Appeals procedure under the School Standards and Framework Act 1998.
 - If you are dissatisfied with the decision of the authority, you may lodge an appeal against the decision.
 - You should apply in writing to the Admissions Team clearly stating the grounds on which you wish to appeal. The appeal will be heard, within 30 school days of receiving your appeal form, by an independent appeal panel arranged locally.
 - If your child has a statement of Special Educational Needs you would need to appeal through a different system – The Special Educational Needs and Disability Tribunal. You should contact special needs staff on tel. 616365 for further information.

- ii) Statutory Limits on infant Class Sizes

Where an admission authority has refused admission on the grounds that to admit the child would cause prejudice as a result of the additional teaching staff or school buildings that would be required to limit infant class sizes, the Appeal Panel can only uphold an appeal if it is satisfied:

- a) That the decision was not one which a reasonable admission authority would make in the circumstances of the case; or
 - b) That the child would have been offered a place if the admission arrangements had been properly implemented.
- iii) Further appeals.

The authority will not consider further appeals for the same school following an unsuccessful appeal unless there is a significant change of circumstances to your case that is relevant to your application for a place at that school. However, appeals for other schools are permissible.

N.B. In the case of infant class size legislation, further re-hearings will not be arranged irrespective of any changes in circumstances.

Waiting lists

In the case of Neasden Primary, ***waiting lists are kept up to the end of the Autumn Term*** as follows:

- All unsuccessful appeals are included
- Any other parent who submits in writing their wish to be on the waiting list, including those who move address into or within the city
- Up to September 2020, the allocation of vacancies will be in accordance with the published criteria and no account will be taken of the date of application.
- Pupils can be placed on any number of waiting lists.
- A pupils position on a waiting list will only be assessed if a place becomes available.

If you wish your child to be considered for any vacancies which may arise after 1st September 2019, you must make your application in writing to Hull Children and Young People's Services at the beginning of every subsequent academic year.

Attendance at School

Your child must go to school regularly so he or she can learn, achieve and make friends. Even if your child misses school occasionally, it can affect their work. It is your responsibility to make sure that your child goes to school regularly and on time.

If need any further advice regarding school attendance you can contact the Education Welfare Service on Tel. 318380.

Transfers between Primary Schools

Occasionally, due to family circumstances (e.g. a house move), it may be necessary for you to move your child(ren) to another school. If the school your child(ren) wish to transfer to has available places, then this will be possible. Any transfer should be discussed with your child's existing school first of all. Important factors to be considered are friendships, continuity of the curriculum, and attendance patterns.

It is important to remember that a transfer from one school to another can be very unsettling for children and for the school, and you will need to think and plan very carefully for any eventualities that might arise.

Normally transfers will only take place at the start of a school term.

Children with Special Educational Needs (SEN)

If your child has special educational needs, it is the policy of Hull City Council to make suitable provision either in mainstream schools or in Special Schools as appropriate. If you think your child may have special educational needs then you should discuss this with school staff initially. There are booklets available on request from the Special Educational Needs Team which deal with special educational needs. Please telephone 613760 for further information.

Withdrawing Offers of Places

Applications which are found to be fraudulent or intentionally misleading may result in offers of places being withdrawn.

Disclaimer

All the information in this policy was correct in December 2018 but there may have been changes since this time.

Further help available

If you have any enquiries please contact either the school office Tel. 791169, or Hull City

School Admissions Team
Room 128
Guildhall
Aldfred Gelder Street
Hull
HU1 2AA

Tel: 01482 300 300
Text phone: 01482 300 349

NEASDEN

Ings Road	323 - 367, 302 - 444
Tweedykes Road	2 - 66
Church Street	30 - 126
Robson Way	No houses
Salthouse Road	339 - 375
Bellfield Avenue	No houses

