



DRESSAY GROVE
HULL
HU8 9JH

Spring Cottage Primary School

Admissions Policy for Academic Year 2019/20

Created: December 2017

Out for consultation until January 31st 2018

1. Background

On 1 May 2017 Spring Cottage Primary School became part of Horizon Academy Trust. The trust now includes 4 primaries including Biggin, Cleeve and Thanet.

Upon conversion, the Academy became its own admissions authority; this means it is responsible for setting its own admissions arrangements.

The Local Authority continues to be responsible for coordinating all admissions in their area, and making offers of places.

Further details on how to apply for a school place can be found on the council's website

In Hull www.hullcc.gov.uk/admissions

In the East Riding <http://www2.eastriding.gov.uk/learning/>

2. Admission Arrangements

The admission arrangements set out how many children the schools will admit and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available.

An admission number will be published showing the maximum number of pupils that the school will admit in the academic year 2019/20. 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 Education, Health and Care plan (EHC) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's EHC, following consultation with the Head and Governors, the governing body are required to admit the pupil.

For the school year 2019/20 Spring Cottage Primary School will use the following admission arrangements:

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 (i) below),
2. Significant medical factors or exceptional family circumstances. (See note (ii) below)
3. Having a brother or sister who will be attending the school at the expected time of admission and resident in the catchment area of the school. (see notes (iii) and (iv) below)
4. Having a brother or sister who will be attending the school at the expected time of admission but not a resident in the catchment area of the school. (see notes (iii) and (iv) below).
5. A child whose parent is a member of staff at the school. (see note (vi) below).
6. Being resident in the catchment area of the school (see note (iv) below.)
7. Geographical, with priority given to those living nearest to the school (see note (v) below)

Criteria 7 will be used as a tie-breaker for other criteria if, after the allocation of statemented/EHC plan and looked after children the school is full, from within any of the other admission criteria.

3. Notes

(i) 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.

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 function (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.

(ii) Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference.

Exceptional family circumstances must be supported at the time of application by a letter from a supporting agency (eg. Social Worker or Family Support Worker) indicating how the circumstances relate to the school preference. These applications will be given consideration under a review procedure in advance of school allocations being completed.

(iii) 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 (e.g. 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.

(iv) 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 finished this can be considered under the review procedure). See 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 (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless

(v) 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.

Crown servants Paragraph 2.18 of the School Admissions Code requires that for families of UK service personnel with a confirmed posting to their area or Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address

(vi) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to school is made, or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

Published Admission Number for 19/20 : 60

Pupils moving into the area during the academic year

Parents / carers moving into Hull during the academic year should complete an 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 their request. If a place can be allocated at one school 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.