



# Stepney

PRIMARY SCHOOL

## Admissions Policy 2019/20



At Stepney raising the achievement and basic skills of pupils and ensuring that they reach their full potential is the responsibility of all staff

The governing body of Stepney Primary School applies regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

## **1. AIMS AND OBJECTIVES**

- We are an inclusive school that welcomes children from all backgrounds and abilities.
- All applications are treated on merit and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we follow the procedure set out below in order to determine whether a child is accepted or not. It is how we wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to excess demand on the school places available.
- The level of ability of a child or any special needs that he/she may have plays no part in the admissions policy of this school.

## **2. HOW PARENTS CAN APPLY FOR THEIR CHILD TO BE ADMITTED TO OUR SCHOOL**

- As our school is part of the Yorkshire and Humber Cooperative Learning Trust school the school determines the admission arrangements in consultation with the LA.
- Parents have the right to express a preference for the school of their choice and they should do so on the relevant application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and from the school and should be completed by the date stipulated on the forms. The Local Authority notifies parents about the school place as soon as all the applications have been considered.
- Children enter school in the September of the academic year in which they will become five. Parents who would like their child to be admitted to this school during the year their child is five should ensure they have complete the necessary application form by the end of January of the same year.

## **3. SCHOOL ADMISSION ARRANGEMENTS 2019/20 – CRITERIA FOR ADMISSION**

The Authority has a duty to co-ordinate admission arrangements for all Hull primary maintained schools. The Authority will ensure that all Hull parents who apply for a school place and 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 to the school are described below:

### **PRIMARY SCHOOLS (including Stepney)**

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2019. 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 a Statement or an EHC Plan 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 or EHC Plan following consultation with the Head and Governors, the governing body are required to admit the pupil.

After the allocation of Statemented and EHC Plan pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

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.)
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 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 Statemented and EHC Plan children 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). 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 only exception to this is the maintained footpath along St Ninian's Walk for

access to Bricknell Primary School). The Authority will use Routefinder, a computer mapping system, to make measurements.

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.

## **ADMISSIONS APPEAL**

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the school. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned.

If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came in force in September 1999.)

## **THE STANDARD NUMBER**

The standard number is the number of children the school can accommodate in any year group. The standard number for our school is 30. We keep this number under review and the governors will apply to change the number if circumstances alter.

## **PUBLIC SECTOR EQUALITY DUTY**

Please note: When we have updated policies from April 2012 onwards, we have referred to the requirements of the PSED, which state that as part of their statutory duties, schools need to comply with this by 6th April 2012.

The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day to day work should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity and
- foster good relations across all characteristics

Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.

This policy was reviewed and updated with reference to this duty. The author/s of this document and the Policy Committee of the Governing Body, which checks all policies before publication, considered this policy in the light of these requirements to ensure that Stepney Primary School adheres to these statutory regulations.

# Primary School Catchment Area Map

