



# Thanet Primary School

## School Admissions Policy

Policy agreed by Governors: .....November 2017

Lead Person .....Jo de-Vries

Review Policy..... November 2021

## **Rationale**

Thanet Primary School is an Academy and a member of the Horizon Academy Trust (HAT).

Admission to the school is determined by the Trust as the Admission Authority as part of the co-ordinated scheme with the local authority. Parents and carers must apply for a place at the school either online at [www.hullcc.gov.uk/admissions](http://www.hullcc.gov.uk/admissions) or using the school admission form, available through the local authority (telephone 300300), by the specified deadline.

## **Introduction**

The Trust has agreed this school admission policy so that in the event of there being more requests for school places than are available, there are fair and transparent admission criteria in place.

Thanet Primary School has a Published Admissions Number (PAN) of 60 reception places available in September each year.

If a child has a place in the nursery at the school, it does not automatically follow that he/she will get a place in the school. Equally, there are children who require a school place who have not attended our nursery due to parental preference. Please read the Nursery Admission Policy for further details on nursery places.

School places at Thanet Primary School are open to all children within the respective catchment areas. Attendance at the nursery is not a precondition of a place in the school. Places at the school must be applied for through the separate process for school admission co-ordinated by the local authority.

## **Criteria for admission to school**

The following criteria for admission will be applied in the event of there being more requests for places than those available. Places will be offered to children in the following priority order:

1. Looked After Children or fostered under an arrangement made by the local authority and those who have been previously looked after (see Appendix 1A).
2. Children with an Education Health Care Plan (EHCP), special educational, medical or social needs if evidenced professionally (see Appendix 1B).
3. Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Thanet Primary School, in the following academic year (see Appendix 1C).
4. Children who live within Thanet Primary School's respective catchment area (see Appendix 1D).
5. Other children, where their home address is not within Thanet Primary School's respective catchment areas (see Appendix 1E).

## **Deferred entry to primary schools**

Parents and carers of children who are offered a place at either school before they are of compulsory school age can defer their child's entry until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year. Parents and carers cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents and carers can also request that their child attends part-time until the child reaches compulsory school age.

## **Admission of children outside their normal age group**

Parents and carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. (For processing arrangements see Appendix 2)

## **Notification of Places**

In accordance with the co-ordinated admissions policy the local authority will make the formal offer of a place to parents and carers or guardians on behalf of the Trust. This will in no way affect parents' and carers' right of appeal for a place at another school.

## **Appeals Procedure**

Parents and carers who want to appeal against the Trusts' decision not to offer their child a place at the school must appeal to the local authority. Appeals should be addressed to the Admissions Team within 20 school days of receiving the decision letter.

The appeal will be heard by an independent appeals panel. Parents and carers will receive notification of the date and time of their appeal hearing, to which they can go and make their case. If they wish, parents and carers may be accompanied by an advisor or friend. Following the appeal, the Clerk to the appeals panel will write to parents and carers with the decision.

## **Waiting List**

After offers have been made parents and carers can ask to go on the waiting list for any school. The waiting list will be held in criteria order of the admissions policy and children can remain on a waiting list for the whole of the academic year. Any places which become available will be filled from the waiting list.

## **In-Year applications**

From September 2010 it is a requirement of the national School Admissions Code (February 2009) that all enquiries and applications for places in schools are addressed to the local authority. After contacting the school about the availability of places the authority will then write, on behalf of the governing body, to the applicants with the result of their application. Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available.

Where parents and carers simply request a transfer for any other reason the application will be considered for the start of the following term.

For all in-year applications, please contact the Admissions Team through 300300.

## **Conclusion**

This school admissions policy will ensure that places in our school are allocated fairly. It will be reviewed as part of the school's self-evaluation programme unless changes to statutory requirements necessitate an earlier review.

## **Appendix 1: Admission Criteria**

### **A Examples of Looked After Children**

- Children in public care
- Children who were adopted or became subject to a residence order or special guardianship order immediately following having been looked after

### **B Examples of special educational needs might include:**

- Emotional and behavioural problems
- Hearing difficulties
- Lack of personal interaction and stimulation
- Physical difficulties
- Speech and language problems
- Visual difficulties

### **C Examples of siblings on the school roll might 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

### **D Address criteria and distance**

- For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. When we make an offer, we assume your address will be the same in the following September but you must use your current address. If you move after the submission deadline of you must tell the school and the local authority of your new address.
- The distance is as measured by 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 the school site is used).

### **E Other exceptional circumstances**

- The local authority has a protocol to admit '*hard to place*' children, outside the normal admission round and above the published admission number, in accordance with the DfE advice. These are special cases arranged outside the boundaries of this admissions policy.

## **Appendix 2: Processing Arrangements**

The Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include:

- taking account of the parent/carer's views
- information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Headteacher of the school concerned.

The parent/carer will be informed of the decision on the year group the child should be admitted to, by the Trust, who will give clear reasons for their decision.

Where the Trust agrees to a parent/carer's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (ie the age group to which pupils are normally admitted to the school) the Trust and local authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of the determined admission arrangements only, including the application of oversubscription criteria, if applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.