

# Admissions Policy



Person responsible for Policy	Karen McCurdy
Written/Reviewed	September 2023
Date for next Review	September 2024

## **HAGUE BAR PRIMARY SCHOOL** **ADMISSIONS POLICY FOR 2023/2024**

**ADMISSIONS POLICY:** As an Academy, Hague Bar Primary School is fully responsible for its own admissions, within national law on admissions. Where possible we do seek to work closely with Derbyshire School Admissions and co-ordinate key elements of admissions procedure and policy. We also welcome children from the surrounding local authorities of Cheshire East and Stockport. All applications must be made through Derbyshire County Council.

<https://www.derbyshire.gov.uk/education/schools/school-places/admissions/admission-arrangements.aspx>

**CHILDREN WITH EDUCATION HEALTH CARE PLANS:** The Children and Families Act 2014 requires the governing bodies of all maintained schools to admit a child with an Education Health Care Plan that names their school.

**PUBLISHED ADMISSION NUMBER:** Our agreed published admission number (PAN) is 16

**OVERSUBSCRIPTION CRITERIA:** Where more applications are received than there are places available (PAN), after Children with Education Health Care Plans, priority for admission will be based on the Hague Bar Primary School and Derbyshire published oversubscription criteria as follows:

Please see, School Admissions Code 2021

<https://www.gov.uk/government/publications/school-admissions-code-2>

The following order of priority will be adopted from Derbyshire County Council.

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living in the normal area (see note 1) served by the school at the time of application and admission who have brothers or sisters (see note 2) attending the school at the time of application and admission.
3. Children living in the normal area (see note 1) served by the school at the time of application and admission.
4. Children not living in the normal area (see note 1) served by the school but who have brothers or sisters (see note 2) attending the school at the time of application and admission.
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds (see note 3).
6. Other children whose parents have requested a place.

Where, in the case of 2, 3, 4, 5 or 6, choices have to be made between children satisfying the same criteria, those children living nearest to the school measured by the straight line distance will be given preference.

### **Definitions**

#### Note 1

'Living in the normal area' is defined as the child having settled full-time residence in a property which is the child's only or main residence. Documentary evidence including proof of actual permanent residency at the property concerned may be required for example council tax or utility bills, sale or rental agreements.

We reserve the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

Please note a place cannot be guaranteed for any child, even those living in a school's normal area (or in the Eckington area, attending a contributory primary school).

#### Note 2

The term brother or sister includes:

- (a) a half brother and/or a half sister
- (b) a legally adopted child being regarded as a brother or sister
- (c) a step-brother and/or step-sister residing in the same family unit

#### Note 3

Parents seeking a place at a voluntary controlled school on religious grounds should obtain a letter of support from a minister, priest or pastor or religious leader if the child is a member of another Christian church or world faith, who knows the family and can confirm regular attendance at public worship.

Regular worship is defined as attendance at public worship at least once a month.

This must be included with the application. Where appropriate baptismal certificates should also be supplied. Exceptional circumstances will be considered if explained in writing by the relevant religious leader.

#### Note 4

The children and adults department has a Geographic Information System (GIS) to measure the straight line distance. This measurement is taken from the postal address file, normally the house front door.

For schools, the grid reference is normally taken from the postal address file and will normally be the centre of the school.

### **Residence - in all categories**

The home address used for school admission purposes is the address where the child is residing at the time of both application and admission. Where an application includes more than one address due to shared parental responsibility, we will use the address where the child resides for the majority of the school week (where they usually or mainly sleep between Monday and Friday).

Parents and carers are required to submit full details with supporting information to enable us to determine which address to use for the purpose of admission.

Where parents provide evidence that the child resides equally at both addresses during the school week, and we are unable to reach a decision based on the information received, parents will be asked to notify the council of the mutually agreed address to be used for the purpose of school admissions. Please note the same address will be used in the assessment of eligibility for home to school transport assistance.

Where the county council has reasonable grounds for believing the home address is not the child's only or main residence, it reserves the right to carry out investigations which may include visits to the property.

Parents are expected to consult with each other and agree on the school(s) for which they wish to express a preference. The council is unable to investigate whether applications have been agreed, or to resolve disagreements between parents. In the absence of agreement between parents the council will process the preference of the parent who has care of the child for the greater part of the week (see definition of residence). In cases where the council is unable to determine the home address (see definition of residence), and / or there is no parental agreement or Court Order, the council will be unable to process the application further until the matter has been resolved. Parents are encouraged to resolve disagreements as soon as possible, as delays may affect the availability of places at preferred schools.

Once a school place has been offered, any disagreement on the child's placement will be a matter for parents to resolve.

**Please note**

A place cannot be guaranteed for any child whose parents apply after the closing date. This includes a child who moves into a school's normal area after that date.

In situations where late applications are received and the school's admission number has been reached, but subsequently a place becomes available - if choices need to be made between normal area applications, those children living nearest to the school (measured by the nearest available route) will be given preference.

**Withdrawing an offer**

For admission procedures to be fair it is important that all the information you provide is accurate. If we find that any information provided by parents is misleading or fraudulent, we reserve the right to withdraw any offer of a school place.

**Children of multiple births**

Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place(s) will also normally be offered to the other child / children.

**Appeals**

If you wish to appeal in relation to an admissions decision made by school, please contact the office for an appeals form and return to the school for consideration