



ASHBOURNE HILLTOP Primary & Nursery School

ADMISSIONS POLICY

SECTION 1

INTRODUCTION

This is not a definitive policy but does comply with the legal framework set out in Section 84 of the School Standards and Framework Act 1998 and the subsequent Codes of Practice for Admissions Appeals. It also conforms to the Greenwich judgement 1989 and the Rotherham judgement 1997 and the admissions policy set out by the local admissions authority (LA). This policy reflects the Admissions policy of the local admissions authority, and as such reflects the results of consultation between different admission authorities and the work of the local Admissions Forum.

The local Admissions Forum has helped to develop a real consensus at the local level by providing SEN and diocesan representatives an opportunity to work together admission procedures. Local Admissions Forums have the following functions:

- Discussing all proposed admission arrangements in their area;
- Discussing any proposed partial selection arrangements and confirming that they are in the interests of all local parents and children;
- Commenting on the information provided by the LAs describing admission arrangements in the local area
- To review the co-ordination of admissions arrangements for local schools
- Discussing proposals to set or vary a School's published admission number (PAN)
- Parents are informed of the published admission number (PAN) in The Parent's Information Booklet
- The PAN is annually reviewed with regard to criteria such as statutory class size limits (infants) and the physical capacity of the School

- Discussing how admissions arrangements may be integrated with those in other neighbouring areas.

SECTION 2

AIMS AND OBJECTIVES

This policy aims to:

- Contribute to a simple clear, fair and objective admissions policy;
- Enable parents to make informed preferences in the choice of school for their child. The LA produces literature related to admissions in community languages;
- Inform parents as to their rights with respect to admissions and appeals including those children with special educational needs or disabilities;
- Support the LA's inclusion policy by rapidly integrating excluded children back into full time mainstream education;
- Comply with all relevant legislation and guidance – including infant class sizes and equal opportunities;
- Comply with the timetables, deadlines and common dates set for the admissions process by the local admissions authority;
- Clearly describe our over-subscription criteria and how they are applied;
- Explain what is expected from parents, and what the parent can expect from the school and the LA, at each stage of the admissions process;
- Provide the name and details of the person to contact (both school and LA) for the provision of further information.

SECTION 3 SPECIAL CONSIDERATIONS

1. Deferring admission

The local admission authority offers places in reception classes to parents before their children are of compulsory school age. Our admission authority will allow parents to accept an offer of a place but defer their child's admission until the child is of compulsory school age, as long as the place is taken up within the same academic year. Such a place is not available to be offered to another child.

2. Parental Preference

Parents are encouraged to express a preference in their choice of school to both the LA and the school. If no preference is expressed then school places will be offered to children whose parents have expressed a preference. The LA follows up cases where no preference has been received from the parents. In cases where a child has been permanently excluded from two or more schools and at least one of the exclusions took place after 1 September 1997, the parents' right to express a preference and to appeal is suspended for a period of two years following the second or any subsequent exclusion.

3. Infant Class Sizes

No 5, 6 or 7 year old in an infant class at a maintained school will be in a class of more than 30 pupils where an ordinary teaching session is conducted by a single qualified teacher (or where the session is conducted by more than one qualified teacher, more than 30 pupils for every teacher).

4. Over-Subscription and Over-Subscription Criteria

Over-subscription criteria are used when more parents have expressed a preference for a particular school in a particular year than it has available places.

The admission authority and local Admissions Forum believe these criteria are lawful, clear, fair and objective. The admission authority's published over-subscription criteria and their modus operandi are shown below:

1. Whether parents have expressed an individual or ranking preference. N.B. the parents' order of ranking will, if necessary, be used as a criterion as this helps to maximise the effect of parental preference. If the first preference cannot be offered then Section 86(2) of the School Standards and Framework Act 1998 requires the LA to comply with the second preference, and so on.
2. If the child has been placed on the Child Protection Register and needs to attend an alternative school to avoid the abuser.
3. Whether the child has relevant medical or social grounds for joining the school – professional and/or medical evidence will be required.
4. Whether the child has siblings currently in the school or had siblings at the school previously.
5. Whether the child's main place of residence is inside the school's priority (formerly known as catchment,) area.
6. Whether the child has attended our own nursery school
7. The distance that the child's main place of residence is from the school.
8. The ease of access by public transport from the child's main place of residence to the school.

N.B. Academic selection or a willingness (or otherwise) to sign a home-school agreement does not feature in admission or over-subscription criteria for Primary Education.

The 1989 Greenwich judgement established that LA maintained schools may not give priority to children solely because they live in the LA's administrative area. Applications for the LA's schools by parents living outside the LA area must be considered equally.

The 1997 Rotherham judgement emphasised the primacy of an expression of parental preference over cases where no preference was expressed, i.e. when allocating school places, LAs must first meet expressed parental preferences before operating any other local allocation policy or criteria including whether or not they live in the priority area. Therefore it is strongly recommended that if parents wish their child to attend a particular school, then they should return the admissions application form to the LA and make sure that they indicate a preference for that particular school. N.B. LAs still have a duty to ensure that a suitable school place within a reasonable

travelling distance is provided for children whose parents do not express a preference.

5. Definition of Place of Residence

The home of a child is determined as where they live for the majority of the year, and does not include where they are minded or where members of their extended family reside.

6. Pupils with Special Educational Needs but without statements / EHC's

If the school is named in a statement of special educational needs, the admission authority has a duty to admit the child to the school. For non-statemented children with special educational needs or disabilities over-subscription criteria are applied as to other applicants.

Admission authorities may not refuse to admit a pupil because they consider themselves unable to cater for his or her special educational needs – the LA should provide the school, the pupil and the family with all required aids and assistance.

7. Advice would be taken with regard to the disapplication of parental preference

8. Entry into the Nursery and Main School

If parents wish, they can receive, for their child, up to 5 terms of funded nursery education in our nursery. The majority of our main school pupils enter the school through nursery. We currently have a waiting list to join the nursery. All nursery places are currently allocated to children who are living in the Ashbourne area. All places (some FT 30 hours and some PT 15 hours) are allocated to the children in strict birth date order, and are not dependent on the length of time a child's name has been on the list. Parents are notified by letter as soon as a place becomes available for their child. The letter invites the parent(s) to come with their child on a series of visits, before starting in the nursery. Children settle more readily into the nursery if they have spent initial visits with a parent or another member of the extended family such as a grandparent, or even their childminder.

Standard times for the Nursery are that it opens at 8.50am and morning children are collected at 3.00pm prompt FT and full days and 12.00 prompt for those going home on Wednesday lunchtime.

Afternoon nursery begins at 11.50 am (in time for lunch) and finishes at 3.00pm. School lunch is available to purchase.

However, the times of the sessions are flexible and can be changed, within reason, to meet the specific needs and work commitments of parents.

SECTION 4

RIGHTS OF APPEAL

1. The Adjudicator

Adjudicators resolve disputes between local admission authorities over admission arrangements, policies and over subscription criteria. Adjudicators

may resolve a dispute between an admission authority and parents in the case of partially selective admission arrangements.

2. Appeals Panels

The 1998 School Standards and Framework Act replaced appeal committees with appeal panels which are entirely independent of the LA and a school's governing body. An appeal panel must have no more than five members and it must have regard to the guidance in the statutory Admissions and Admission Appeals Codes.

Appeal panels consider appeals from parents against a decision by an LA admission authority, or a decision by a school governing body which is its own admission authority (foundation school) to refuse admission to their child.

The governing body of a school for which the LA is the admission authority, can appeal against a decision by a local education authority to admit a child who has been permanently excluded from two or more schools and at least one of the exclusions took place after 1 September 1997.

SECTION 5 CONTACTS

For the provision of further information contact Ashbourne Hilltop School on 01335 343041 or Derbyshire County Council

This admissions policy was formally adopted by

Ashbourne Hilltop School on Tuesday 14th July 2015

Chair of Governors

Head teacher