

**Hillside Primary School**



# **Admissions Policy 2017/18**

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Agreed by Governors

Next review date: Autumn Term 2017

**Hillside Primary School adopts the Stoke-on-Trent City Council Admission Arrangements as outlined on the following pages.**

Hillside has an admission number for each year group, including the Reception Class. The admission number is expected to be based on the school's net capacity. Places will be allocated up to, but not exceeding, the admission number. Regulations also require that, other than for permitted exceptions, Reception and Key Stage 1 classes must have no more than 30 pupils to each teacher. Our Nursery Class has a fixed number of 26 places.

## STOKE-ON-TRENT CITY COUNCIL

### ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED NURSERY SETTINGS AND PRIMARY SCHOOLS FOR 2017/18

#### 1. Nursery Provision

- 1.1 All but three of the primary schools in Stoke-on-Trent have nursery provision attached. In addition, Stoke-on-Trent has six nursery schools. Children aged three years by 31 August are able to attend a nursery class or school in September. Attendance at school is not a requirement at this age but is at the discretion of parents.
- 1.2 Oversubscription Criteria  
Where there are more applications for a nursery setting than there are places the following priorities will be used, in order, to allocate places:
1. Children in the care of the local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
  2. Children living within the catchment who have an elder brother or sister at the school who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
  3. Other children living within the catchment.
  4. Children living outside the catchment who have an elder brother or sister at the school who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
  5. Children who live nearest to the school as determined by a straight line measurement from the child's home address point to the main entrance of the school.
- 1.3 Once the class is full a waiting list based on these criteria will be held until the end of September of that academic year.
- 1.4 Attendance at a particular nursery setting will not guarantee admission to a reception class at the same school.
- 1.5 As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.

#### 2. Primary Provision

- 2.1 Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at a school, that child is entitled to a full-time place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- 2.2 All applications for admission to community, voluntary controlled, voluntary aided schools and academies at 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the Council. This is known as the co-ordinated admission scheme. To

help this process applicants are required to fill out a common application form. This can be done on-line.

- 2.3 Schools have a Pupil Admission Number (PAN) for each year group, including the reception class. The PAN is expected to be based upon the school's net capacity. Places will be offered up to but not exceeding the PAN. Regulations also require that reception and infant classes must have no more than 30 pupils to each teacher.
- 2.4 Parents are asked to name three schools, in order of preference, which they would like their child to attend. Admissions authorities have to consider preferences in accordance with their published admissions criteria. They cannot take account of where the school is placed in the order of preferences.
- 2.5 **Oversubscription Criteria**  
Where there are more applications for a community or voluntary controlled primary school than there are places available, the Council will use the following priorities, in order, to allocate places:
  1. Children cared for by a local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
  2. Children living in the catchment area of the school who have an older brother or sister attending at the time of admission (or at the linked junior school in the case of infant schools).
  3. Other children living within the catchment area of the school.
  4. Children living outside the catchment area of the school who have an elder brother or sister at the school at the time of admission (or at the linked junior school in the case of infant schools).
  5. Children who live nearest to the school as determined by a straight line measurement from the child's home address point to the main entrance of the school.
- 2.6 If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by straight line. The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list above those whose position is based upon the distance criterion.
- 2.7 The Council also has to comply with the Infant Class Sizes Regulations which say that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria will be held until the end of December of that academic year. Parents must ask to be placed on the waiting list of a school or schools – it will not happen automatically.
- 2.8 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.
- 2.9 Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the Council will usually admit above the

published admission number (PAN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked make a decision on behalf of the family.

- 2.10 Admission outside normal age-group – parents may request that places be made available outside the normal age group (eg, if a child is summer-born, gifted and talented, or has experienced problems such as ill-health, etc). A decision will be taken by the admission authority on the basis of the circumstances of the case and taking account of the views of the head teacher of the school concerned.
- 2.11 Part-time provision - parents can request that their child takes up the place part-time until the child reaches compulsory school age.
- 2.12 Where applicants are unsuccessful in securing a place at their preference school, an appeal against the decision can be made to an independent appeals panel set up by the City Council.

### **3. Additional Notes**

- 3.1 Pupils with a Statement of Special Educational Need are considered separately and before everyone else and must be accepted by the school named on their Statement. They will count towards the school's admission number.
- 3.2 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.
- 3.3 Late applications will be considered alongside those received by the closing date only in the event of one of the following:
  1. the family moved into the area after the deadline for the receipt of applications;
  2. exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time; or
  3. an error on the part of the school; or
  4. the application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

- 3.4 Withdrawal of places - once parents have been notified of an offer of a school place the Council will withdraw the offer only in exceptional circumstances, such as:
  1. Failure to respond to the offer within the specified time following a reminder.
  2. If the offer was made based on fraudulent or misleading information on the application form e.g. a false claim to residence within a catchment area.
  3. Where a place was offered in error at a school where the Council is not the admissions authority.
- 3.5 Copies of school catchment area maps are available from the Local Authority or individual schools.

### 3.6 Published Admission Numbers

Alexandra Infants	60
Alexandra Junior	60
Ash Green Primary	60
Ball Green Primary	45
Blurton Primary	60
Burnwood Primary	90
Christ Church CE (C) Primary	30
Clarice Cliff Primary	60
Etruscan Primary	60
Gladstone Primary	60
Goldenhill Primary	30
Greenways Primary	30
Hamilton Infants	60
Heron Cross Primary	60
Hillside Primary	30
Holden Lane Primary	30
Jackfield Infants	60
Kingsland CE (C) Primary	60
Milton Primary	60
Moorpark Junior	60
New Ford Primary	60
Northwood Broom Infants	60
Oakhill Primary	60
Packmoor Primary	60
Park Hall Primary	60
Priory CE (C) Primary	60
Sandford Hill Primary	60
Smallthorne Primary	30
Sneyd Green Primary	90
St. John's CE (C) Primary	45
St. Paul's CE (C) Primary	45
Summerbank Primary	60
Waterside Primary	45
Weston Coyney Junior	60
Willows Primary	90

- 3.7 In-year Admissions – where applications for places are made outside the normal admissions round, these should be made directly to the school. The City Council will make appropriate arrangements with schools for data sharing and pupil tracking.
- 3.8 The Council uses a Geographical Information system to calculate home to school distances. This determines co-ordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.
- 3.9 Waiting lists will be maintained until the end of the Autumn Term. A position on a waiting list is not fixed and applicants may move up and down the list. Inclusion on the list does not guarantee the ultimate provision of a place at this school.
- 3.10 The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with parents with shared responsibilities, each for part of the week, the home address will be the one at which the pupil is resident for the greatest part of the week.