



# Stoneferry Primary School

## ADMISSIONS POLICY/ARRANGEMENTS

The Local Authority (Hull City Council) continues to be responsible for co-ordinating all admissions in their area, and making offers of places.

Further details on how to apply for a school place can be found on the council's website [www.hullcc.gov.uk/admissions](http://www.hullcc.gov.uk/admissions).

For the school year 2018/19, Stoneferry Primary School will continue to use the pre published admission arrangements for Hull City Council community schools.

The criteria which are to be used to allocate places are described below. The admission number for Stoneferry Primary School is 30.

Applications for pupils having an Education Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs and if Stoneferry Primary School is named in a child's plan the governing body are required to admit the pupil. After the allocation of EHCP pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below.

### **Admissions Criteria for Stoneferry Primary School: (refer to notes)**

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (f)
2. Significant medical factors or exceptional family circumstances (a)
3. Being resident in the catchment area of the school (c)
4. Having a brother or sister who will be attending the school at the expected time of admission (d)
5. Geographical, with priority given to those living nearest to the school (e)

Criteria 4 and 5 will be used as a **tie-breaker** for other criteria. If the school is oversubscribed from within its catchment area after the allocation of stated

and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

## Notes

- a) *Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference.*
- b) *Exceptional family circumstances must be supported at the time of the application by a letter from a supporting agency (eg Social Worker or Family Support Worker) indicating how the circumstances relate to school preference.*
- c) *Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications. 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 (i.e. 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.*
- d) *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.*
- e) *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.*
- f) *The highest priority must be given to looked after children :*

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

- This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements

orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

- See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Pupils moving into the area during the academic year**

Parents/carers moving into Hull during the academic year should complete an In Year Transfer Form. This will allow parents to express their preference for a place at the school and give reasons for their preferences.

Any parent refused a place will be offered their right to appeal against the decision to an independent appeals panel. This is likely to occur when the year group is full and will be managed by the local authority

### **Admission of children below compulsory school age and deferred entry to school**

Admission authorities **must** provide for the admission of all children in the September following their fourth birthday. The authority **must** make it clear in their arrangements that, where they have offered a child a place at a school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) 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
- c) 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.

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

Parents 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 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

Parents/carer of summer born children (those children born between 01 April and 31 August) who wish to apply for their child to be admitted into a reception class in 2020 should submit their application before 15 January 2019. The CAF should be

submitted with a letter from the parent/carer and evidence to support the deferred entry request.

Admission authorities 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'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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They **will** also take into account the views of the head teacher. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

Where an admission authority agrees to a parent'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 (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** 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 their determined admission arrangements only, including the application of oversubscription criteria where applicable. They **must 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.

### **Admissions Timetable**

The common timetable for admissions in the school year 2019/20 (pupils born between 1st September 2014 and 31st August 2015) is detailed below:

**1 October 2018** Online application system becomes available. Common Application Forms (CAFs) available from customer service centres, schools, nursery schools and early years providers.

**15 January 2019** Deadline for submission of applications. The application form should be submitted online or returned directly to the School Admissions Team, Room 128, The Guildhall, Alfred Gelder Street, Hull, HU1 2AA.

**16 April 2019** Letters and emails sent to parents confirming school allocations and rights of appeal where necessary.

**30 May 2019** Final date for appeal forms to be returned to the Admissions Team to be heard in July.

It is very important that you submit your application stating what your preferences are by **15th January 2019**. If you do not get your online application submitted or

return your form by this date you may find that all the places at your preferred schools have been taken up by pupils whose applications were in on time. Only in exceptional circumstances, eg: families moving to the city after the closing date, may late applications be able to be considered.

### **Appeals**

1. If a place is not offered at the school, parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the Local Authority.
2. Parents who intend to make an appeal against the decision to refuse admissions must submit a notice of appeal within 20 days of receiving the refusal letter.

### **Waiting Lists**

1. Names of children will automatically be placed on the waiting list for the school, when the child has been refused admission.
2. The waiting list will be established on offer day.
3. The waiting list is determined according to the school's admission criteria.
4. Following the offer day should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

### **In Year Fair Access**

This refers to the council's duty to ensure that access to education is secured quickly for children who have no school place and those with challenging behaviour are offered a place at a suitable school as quickly as possible.

The council accordingly has a protocol detailing arrangements for the placement of pupils who may be hard to place due to a history of challenging or disruptive behaviour, to other vulnerable pupils who may be at risk of being out of school for periods of longer than 15 days and those pupils who may require a managed move transfer to a new school for the purpose of making a fresh start.