



Horton Grange Primary School **Admissions Policy**

Last reviewed: September 2018

Reviewed: Annually

Written by: Exceed Academies Trust

Ratified by the Governors: October 2018

Please refer to the Bradford policy for admissions.

NURSERY ENTITLEMENT

All three and four year old children are entitled to 15 hours free Early Years education.

NURSERY ADMISSIONS

Children are admitted to Nursery the academic year following their 3rd birthday and, usually, as soon as reasonably practicable after their 3rd birthday.

Places will be allocated to children in the following priority order:

1. Children who have their 4th birthday between September 1st and 31st August of the academic year in which they are applying for a place.
2. Looked after children
3. Children with Special Educational Needs and/or Disability as evidenced by a professional, for example:
 - a. If they have a significant medical condition and the child's consultant states they must attend a specific nursery;
 - b. Social reasons supported by a relevant professional for them to attend a specific nursery;
 - c. Children in lone parent families who have no other local family support;
4. Siblings already attending the school at the point of admittance. This does not include cousins or other family members living at the same address.
5. Other children.

RECEPTION ADMISSIONS

All four year olds are entitled to a free early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday).

Children are admitted into reception in the September of the school year in which they reach the age of five. However, parents may request that their child's entry to reception is deferred until later in the same school year, but not beyond the term following their 5th birthday. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be held on condition that it is taken up within the same school year. Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

CHILDREN WITH AN EDUCATION HEALTHCARE PLAN (EHCP)

The admission of children with an Education Healthcare Plan (EHCP) for special educational needs and/or disability is dealt with by a separate procedure. Such children will be admitted to the school named on the EHCP without reference to the oversubscription criteria below.

OVERSUBSCRIPTION CRITERIA

For applications into any year group, where the number of applications exceeds the number of places available, places will be offered according to the following oversubscription criteria, in priority order:

1. Children in public care (looked after children).

2. Siblings of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission. See note 1.
3. Other children.

When demand exceeds places in any of the above criteria, the distance between the home address and school, measured by a straight line, from the main entrance of the home to the main entrance of the school building, will be used to decide who is given a place; those living nearest being given the available places. Children who are not successful in being allocated a place, will be placed on the waiting list. See note 2.

TIE BREAKER

In each of the above admission policies, proximity to school is used as a tie-breaker, those living closest being given priority. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

MULTIPLE BIRTH SIBLINGS

Where admission is sought for multiple birth siblings (e.g. twins, triplets etc.) but there are insufficient places available, the other sibling(s) will be admitted as 'excepted pupils' above the published admission number (please see **INFANT CLASS SIZE** below).

INFANT CLASS SIZE (RECEPTION, YEAR 1 & YEAR 2)

Admission to Reception, Year 1 and Year 2 classes is governed by Infant Class Size Legislation (Section 1 of School Standards and Framework Act 1998) which states that Infant Classes (Reception, Year 1 and Year 2) must not contain more than 30 pupils with a single teacher.

Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

RIGHT OF APPEAL

Parent(s)/Carer(s) whose school application is turned down have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter. Appeals Forms are available from the school office.

Parents are advised that admission to Reception, Year 1 and Year 2 classes are governed by Infant Class Size Legislation (Section 1 of School Standards and Framework Act 1998) which states that Infant Classes must not contain more than 30 pupils with a single teacher. An appeal for these year groups will only be upheld if the Independent Appeals Panel finds that:

- the admission of additional children would not breach the infant class size limit;
- the admission arrangements did not comply with admission law or were not correctly or impartially applied and the child would have been offered a place if the arrangements had complied or had been impartially applied;
- that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

NOTES

1. "Siblings" refers to siblings (e.g. brother/sister), half siblings, adopted siblings, step siblings and foster siblings living at the same address. The definition does **not** include cousins or other family members sharing a house.
2. "Home address" refers to the pupil's permanent home at the date of admission. Where a child lives with parents with shared responsibility, it is for the parents to determine which address is to be used for the allocation process.