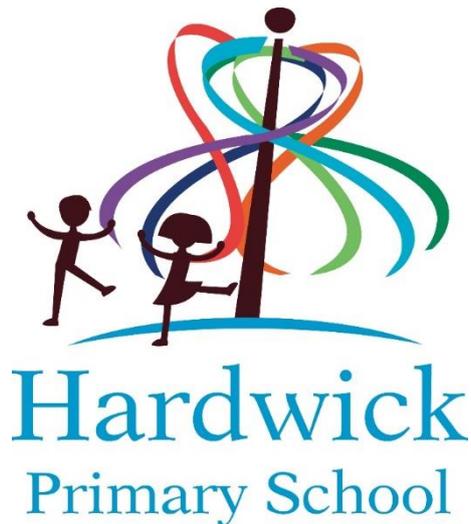


# Hardwick Primary School Admission Policy 2022-2023



|                      |                              |
|----------------------|------------------------------|
| Date of Policy       | 2022-2023                    |
| Approved by SSB      | 5 <sup>th</sup> October 2020 |
| Date for next review | Summer 2021                  |

Hardwick Primary School is a GLF Academy School and as such have set our admissions arrangements below.

The Published Admissions Number (PAN) for reception in 2022 is 30.

In accordance with legal requirements, children who have an Education Health Care Plan or Statement of Special Educational Needs that names the school in either Part 4 of a statement or section I of an EHCP, will be admitted to that school.

The admission rules are shown below in descending order of priority:

1. Children who are looked after by a local authority, within the meaning of Part 1 of the Children and Families Act 2014 at the time of their application and previously looked after children. The term “previously looked after children” refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

2. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010, Part 2.

3. Children of members of staff in Hardwick Primary School. In accordance with the Admissions Code of Practice, 2014, 1.39, the school defines ‘staff’ as full or part-time teaching members of staff with a minimum of 2 consecutive years working at the school, or a teacher recruited to fulfill a vacancy with a demonstrable skill shortage.

4. Children who live in the school's designated area. If there are more applicants than places in this category priority will be given in the following descending order:

- a. First priority in category 4 will go to those children with a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. However, if there are more applicants than places in category 4(a) priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.
- b. Second priority in category 4 will go to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System;

5. Children living outside the designated area who have a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places in this category priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.

6. Those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families Geographic Information System.

### **Measuring distances from home to school**

Where any category for either age group is oversubscribed applicants will be ranked according to the straight-line distance that they live from the school with priority being given to children who live closest to the school.

The start point of the measurement is the “seed point” of the home address. The “seed point” is provided by Ordnance Survey from information compiled from Royal Mail and Councils via Local Land and Property Gazetteer (LLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres and uses the British Coordinate System (Easting/Northing). It is possible to move the location of an individual seed point, but this is not necessary for most addresses. It is not possible to verify the individual location of every seed point prior to measuring due to the number of addresses in Oxfordshire and surrounding areas.

The end point of the straight-line distance is the Main Reception Office at the school. The calculation of the distance will be made in metres using a Pythagoras calculation. This calculation will be converted into miles by dividing the distance by 1609.344 to achieve a distance in miles accurate to three decimal places.

For addresses outside the British Coordinate System an internet mapping solution will be used to determine a start point using longitude and latitude via [getlatlong.net/](http://getlatlong.net/) A straight line distance will then be calculated to the end point at the school in statute miles using [www.nhc.noaa.gov/gccalc.shtml](http://www.nhc.noaa.gov/gccalc.shtml)

### **Home Address Policy**

Home Address: The address on the application should be the child’s address at the time of application. This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night).

#### Changes of Address

Changes of address which occur after 15 January 2021 but before 6 February 2021 can be taken into account if proof of this change is provided (see below). To confirm your new address we need one of the following:

- A solicitor's letter advising contracts have been exchanged (if the property is being purchased); or
- A copy of a tenancy agreement (if the property is to be rented). If this tenancy agreement comes to an end before September 2021 we may not accept the address for admissions purposes; or
- A copy of your Council Tax Bill showing the same name(s) as in Section 5 of the CAF.

We may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application you have made.

## Multiple Addresses

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then this should be declared in writing and signed by all parties with parental responsibility. We may ask for proof of the living arrangements (i.e. a court decision) and we may ask for confirmation of an address you have given. If it is accepted by the Local Authority that a child spends time equally at two different addresses (for example, one week with each parent in turn during term-times), the address used for admissions purposes will be the address most favourable (i.e. closest) to the first preference requested.

## Fraudulent Applications

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/ catchment area) and this results in the denial of a place to a child with a stronger claim, the admission authority for the school may withdraw the offer of the place. This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code (February 2012) published by the Department for Education:

“[2.12] ..... Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.

[2.13] A school must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.”

## **Brothers and Sisters (siblings)**

For admissions purposes, a brother or sister is defined as one of the following: A brother or sister (both parents the same) living at the same home address; or A half- brother or half-sister (one parent the same) living at the same home address; or A step-brother or step-sister (sharing a parent who is married or in a civil partnership) living at the same home address; or An adopted child who, by reason of the adoption, now shares one or more parents with a child living at the same home address.

Time of Entry: The admission rules give a high priority to those with a brother or sister attending the relevant school at the applicants “time of entry”. This means that in the normal admissions round there will be no sibling connection for admission purposes for those applicants for F1 who have a brother or sister in Year 6 at a primary school. Similarly, there will be no sibling connection for admission purposes for those applicants for admission to F1 at an infants’ schools who have a brother or sister in Year 2.

## **Twins and Children from Multiple Births**

Where the parent has made the same preferences of school and through the normal operation of the admission arrangements the last available place at a school has been allocated to one twin, or child from a multiple birth, the other twin, or the other children from the multiple birth, will normally be offered a place at that school. This means that in these circumstances the Published Admission Number would be exceeded.

## Other Allocation

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside the normal age group. Where the parents of a summer born child choose not to send that child to school until the September following their fifth birthday, they may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Any decision will be made on the basis of the circumstances of each case. This will include:

- taking account of the parent's views;
- any information about the child's academic, social and emotional development;
- whether they have previously been educated out of their normal age group;
- the views of the head teacher of the school(s) concerned.

When informing a parent of the decision on the year group to which their child should be admitted, the Admissions Authority will give clear reasons for the decision. Where it has been agreed that 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 application will be:

- processed as part of the main admissions round, unless the parental request is made too late for this to be possible; and
- considered against the determined admission arrangements only, including the application of oversubscription criteria where applicable.

The Admissions Authority will not give a lower priority on the basis that the child is not of the correct age.

Parents' statutory right to appeal against the refusal of a place at a school for which they have applied will not apply if they are offered a place at the school but it is not in their preferred age group."

Where, through the agreed procedure, a pupil is transferring school outside the normal year they will be treated equally to other children in the transfer group.