Hempstalls Primary School

ADMISSION ARRANGEMENTS
FOR THE ACADEMIC YEAR 2027-28

Designated Nursery Provision: Academic Year 2027-28

Children will be admitted in September of the academic year in which they become 4 years old.

It is Hempstalls Primary School's policy to try and meet parents' wishes where possible, however in some cases there may be more applications than there are places. Admission is determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of preferences for admission to Hempstalls Primary School Nursery exceeds the number of available places, then the following order of priority will be used to allocate the available places.

In accordance with legislation, children who have an Education, Health and Care Plan that names our nursery must be admitted. This will reduce the number of places available to other applicants.

1) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2) Children who satisfy the following tests:

Test 1: *the child is distinguished from the great majority of other applicants either on their own individual medical grounds or by other exceptional circumstances.*

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred maintained nursery rather than any other nursery.

Exceptional circumstances must relate to the choice of nursery and the individual child, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carer, and be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker, justifying why it is better for the child to attend the preferred maintained nursery rather than any other nursery.

Test 2*: the child would suffer hardship if they were unable to attend Hempstalls Primary School nursery setting.*

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3) Children who have a brother or sister on roll at Hempstalls Primary School, in Reception to Year 6 and who will still be attending the school at the time of the application date. (For admission purposes, a brother or sister is a child who lives, at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

4) Children living within the defined catchment of Hempstalls Primary School.

5) Children of staff employed at Hempstalls Primary School for two or more years, or who will meet a skills shortage.

6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the nursery setting.

Where it is not possible to accommodate all children applying for places within a particular category then Hempstalls Primary will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated, children who are catchment area children and satisfy category (3) will receive offers of a place, followed by children who are catchment area children and satisfy category (4), etc.

Additional Notes

Copies of school catchment area maps are available from Hempstalls Primary School or Local Authority.

There is no charge or cost related to the admission of a child to a school.

Applications for maintained nursery settings are processed by Hempstalls Primary School.

Attendance at nursery will not guarantee admission to Reception Class or give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.

Children in care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989, at the time of making the application.

It is the applicant's responsibility to provide any supporting information required in order for the application to be assessed against the published admissions criteria. Hempstalls Primary School will not seek to obtain this information on behalf of the applicant.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places, i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after the offer date they will be offered to the child at the top of the waiting list.

Inclusion on Hempstalls Primary waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

There is no statutory right of appeal for admission to a maintained nursery setting. Any disputes over the administration of the policy will be dealt with by Hempstalls Primary School's Governing Body's complaints procedure.

Normal Age of Entry: Academic Year 2027-28

Full time places in reception classes will be available in September of the academic year within which the child becomes five years old.

Although parents have the right to express a preference for Hempstalls Primary school, there is no guarantee of a place being offered.

It is Hempstalls Primary School policy to try and meet parents' wishes where possible, however in some cases there may be more applications than there are places available. Admission when oversubscribed is determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of preferences for admission to Hempstalls Primary School exceeds the school's Published Admission Number (PAN) of 60, the following order of priority is used to allocate the available places. (N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school then they will be offered a place at the school ranked highest on their application.)

In accordance with legislation, children who have an Education, Health and care Plan that names our school must be admitted. This will reduce the number of places available to other applicants.

1) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2) Children who satisfy the following tests

Test 1: *the child is distinguished from the great majority of other applicants either on their own individual medical grounds or by other exceptional circumstances.*

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred maintained nursery rather than any other nursery.

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carer, and be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker, justifying why it is better for the child to attend the preferred school rather than any other school.

Test 2*: the child would suffer hardship if they were unable to attend Hempstalls Primary School setting.*
Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3) Children who have a brother or sister on roll at Hempstalls Primary School, in Reception to Year 6, and who will still be attending the school at the time of the application date. (For admission purposes, a brother or sister is a child who lives, at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

4) Children living within the defined catchment of Hempstalls Primary School.

5) Children of staff employed at Hempstalls Primary School for two or more years, or who will meet a skills shortage.

6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the nursery setting, determined by a straight-line measurement as calculated using the Local Authority Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then Hempstalls Primary will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated, children who are catchment area children and satisfy category (3) will receive offers of a place, followed by children who are catchment area children and satisfy category (4), etc.

Additional Notes

Copies of school catchment area maps are available from the school or Local Authority.

There is no charge or cost related to the admission of a child to a school.

Admissions are administered through a coordinated admission scheme and preferences will be processed centrally by the School Admissions and Transport Service. Each child will receive only one offer of a place at a Staffordshire school.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supporting information required in order for the application to be assessed against the published admissions criteria. Hempstalls Primary School will not seek to obtain this information on behalf of the applicant.

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The requirement for Hempstalls Primary School to meet the Infant Class Size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, there are permitted exceptions to this legislation which Hempstalls Primary school will observe when considering applications.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship), the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Any Staffordshire child not obtaining a place at any of their parents preferred schools will be allocated a place at their catchment area school (if places remain available) or the next nearest school with a space available and advised about the independent appeals process.

Deferred Entry to Reception Class

Hempstalls Primary School will consider requests from parents to retain a place in the preferred school where the parents wish to defer their child's entry to a Reception Class until later in the same academic year, or until the term in which the child reaches compulsory school age. The effect is that the place will be held for the child and is not available to be offered to any other child. Where it is possible to offer a place, deferral will be supported if the request is made at the normal time of application. A parent may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the application was accepted.

Hempstalls Primary School will also consider requests from Parents may request that their child be admitted to Reception Class on a part-time basis, or that their child be admitted to school later in the same academic year until the child reaches compulsory

school age (i.e. beginning of the term after the child's fifth birthday). The effect is that the place will be held for the child in Reception and is not available to be offered to any other child within the same academic year in which it has been offered.

Before deciding whether to defer their child's entry to school, parents should visit their preferred school(s) to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school.

Admission Outside of the Normal Age Group

Hempstalls Primary School will also consider requests from Parents who seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Governing Body who will take into account the circumstances of the case and views of the headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.

Waiting Lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after the offer date, they will be offered to the child at the top of the waiting list.

A waiting list will operate until the cohort concerned leaves Year 2.

Inclusion on a Hempstalls Primary School waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up or down the list, since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

Children who are the subject of a direction by a local authority to admit or who are allocated to Hempstalls Primary School in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Late Applications

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applicants will be considered only after those applicants who applied by the published closing date.

A late application does not affect the right of appeal or the right to be placed on Hempstalls Primary School waiting list.

Repeat Applications

Parents do not have the right to a second appeal in respect of Hempstalls Primary School for the same academic year unless, in exceptional circumstances, Hempstalls Primary School has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child, or school but still refused admission.

Appeals

If it is not possible to agree your preference for Hempstalls Primary School, you have a right of appeal to an independent Appeal Panel.

"In-Year Transfer" Arrangements

Parents or carers seeking to transfer to Hempstalls Primary School may make an application using the appropriate application form. This application will be processed in the normal way but parents and carers need to be aware that any date set for joining may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

This Policy is to be read in conjunction with:

Human Rights Act
Equal Opportunities Policy
Disability Discrimination Policy