

HOPE HAMILTON CHURCH OF ENGLAND (VA) PRIMARY SCHOOL

ADMISSIONS POLICY - ACADEMIC YEAR 2014

The Governors are responsible for admissions to this Church of England Voluntary Aided Primary School.

In consultation with the Local Authority, the Governors have fixed the number of children to be admitted each year to 45 with exception of part time foundation 1 places which is fixed at 26 places per session.

ALL applications for ALL year groups (with the exception of part-time foundation 1 places) must be made through your Local Authority (e.g City Council or County Council). You **MUST** apply on the Council's form and send this to the Council. To obtain priority under the schools criteria you **MUST** also complete a supplementary information form, available from the school office and website.

In accordance with Government legislation the Governing Body will admit children who have a statement of special educational needs that names Hope Hamilton Primary as the appropriate school.

Where there are more applications for places than there are places available, priority will be given in the following order:

1. **'Looked After Children'** - Children who are in care of the Local Authority pursuant to section 31 3c of the Children Act 1989, or children accommodated by the Local Authority pursuant to Section 20 of the Children Act 1989 or were previously looked after children. (*Previously looked after children are children who were looked after, but ceases to be so because they were adopted (or become subject to a residence order or special guardianship order.)*)
2. **Foundation** - Children whose parents, or those with parental responsibility, who are active members of the Church of England or any other Christian Church. (A letter will be needed from the minister of the church they attend).
3. **Sibling** - Children with a brother or sister at the school on the intended day that the new child will be admitted. " Brother or sister" includes half brother, half sister, step-brother, step-sister, adopted brother or sister, or the son or daughter of the parent/carer's partner, in each case where the child for whom the school place is sought is being brought up in the same family unit at the same address.
4. **Community** - Children who live in the priority area (catchment area) for the school at the time of application and admission
5. **Other Children** - Distance will be measured in a straight line from the front door of the child's normal place of residence to the main entrance of the school. Distance measurements will be supplied by the LA Geographical Information System.

Tie Break

In the event that two applicants within a category live exactly the same distance from the school and only one place remains, random allocation will be used. This process will be independently verified.

Waiting List

If we have refused your child a place you will receive a letter which explains that you can appeal against the decision and that your child's name will be placed on a waiting list. Your child's name will remain on our waiting list for the academic year of admission, if we have not been able to offer a place during this time then you will need to re-apply for the following academic year.

Each child added to the waiting list will be ranked in line with the over subscription criteria listed above. Priority will not be given to children based on the date their application was received or their name was added to the waiting list.

Offer of a place

All offer letters for first time admissions will be sent to parents by the Local Authority. A follow up letter will be sent by the school requesting a response from parents for acceptance of the place.

Withdrawing an offer of a place

Offered places may be withdrawn in the following circumstances:

- The place has been offered in error
- A parent has not responded within a reasonable period of time. Where the parent has not responded to the offer, a letter will be sent requesting a response explaining that the place will be withdrawn if they do not respond by the requested deadline.
- It is established that the offer was obtained through a fraudulent or intentionally misleading application.