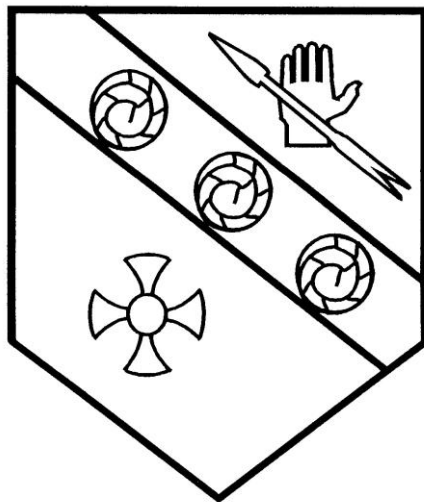


ST HILD'S COLLEGE C OF E AIDED  
PRIMARY SCHOOL

# Whole School Admissions Policy 2023 - 2024



### St Hild's School Vision

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

Matt 5:16

At St Hild's we let the light of Jesus shine through all we do. St Hild shone like a bright jewel. We follow her example, not hiding our light, but letting our unique gifts shine brightly. We are an inclusive, loving community, where everyone is valued and nurtured to grow and fulfil their God-given potential.

Our values are love, community, justice, thankfulness, forgiveness and courage.

#### **1. Rationale**

The Governing Body of St Hild's College CE Aided Primary School is the Admissions Authority for the school and intends to admit up to 30 pupils to the reception year group in September 2024. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area.

#### **2. Criteria for Entry to Reception and Main School**

Parents/carers wishing to apply on behalf of their child/children for admission to the Reception class within the Foundation Stage Unit of the Main School may find it helpful to know that the Governors have established the following criteria for admissions.

After the admission of children with EHCP documents relating to special educational needs where the school is named on the EHCP, should the number of applicants be greater than the published admission number, the Governing Body will allocate places according to the following criteria in order of priority:

1. Children who are Looked After (children in the care of the local authority).

This also applies to children who were previously looked after, and were then adopted (became subject to an adoption order, or became subject to a residence order or special guardianship order) including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted.

- A 'looked after child' is a child who is in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be 'looked after' at the date of admission.
- An 'adoption order' is an order made under section 46 of the Adoption and Children Act 2002.
- A 'residence order' is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians.
- 'Children previously in state care outside of England' means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked-after status.

2. Children with siblings in the school

Children who will have siblings in school at the date of admission, that is, children who live at the same address and either:

- have one or both natural parents in common;
- are related by a parent's marriage;
- are adopted or fostered or;
- their parents/carers are married/cohabiting and the children live together in the same household;
- they are children of the same household

### 3. Special medical and educational circumstances

Children with special medical and educational circumstances which mean that the school is the most appropriate for them.

Applications for admission under this criterion must be supported by a letter from the appropriate professional (e.g. doctor, Psychologist, Social Worker, etc.).

### 4. All other applicants

If the number of applicants remaining for consideration under this heading exceeds the number of remaining places, then children will be admitted in order of proximity as measured from the front door of their permanent home address to any permitted entrance to the school site by the shortest walking route along a council maintained and lit footpath and using a Geographic Information System (GIS).

## 5. Applications

All applications must be made on the form provided by the LA and returned to Durham LA no later than the stated date, together with any supporting information for criteria.

Places will then be allocated by strict application to the above criteria, with no reference to the date of application.

## 6. Tie-Breaker

If there are more applications than places under any of the above criteria, distance from home to school will be the deciding factor. In assessing home to school distance the measure will be the shortest walking route. Routes are measured from the centre point of the pupil's house, or in the case of a flat from the centre point of the building, to the nearest school entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network and Urban Paths Network, which are nationally recognized datasets. The routes include all man-made paths, i.e. those that are metalled or surfaced. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

## 7. Appeals

If parents/carers are not successful in obtaining a place for their child at St Hild's CE Primary School, they have a statutory right of appeal. Further details are available from the school office.

## 8. Waiting List

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. Each added child will require the list to be ranked again in line with the published oversubscription criteria. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list. Waiting lists will be maintained until 31 December of the admission year.

## 9. Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

## **10. All other admissions**

Admission to the school during the school year depends on whether or not there are places available. Applications must be made directly to Durham Local Authority. Admissions outside the normal age group will be dealt with as indicated below.

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

The School Admissions Code 2021 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday and the child's parents are entitled to:-

- 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
- 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

If parents wish to exercise the above rights they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows: -

- that they wish their child to attend part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age provided this is not beyond the beginning of the final term of the school year.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Further information and advice on the admission of summer born children is available from Durham Local Authority Admissions

## **12. Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Head Teacher in advance of applying for a place. Parents should apply in the normal way together with a written request that the child is admitted outside of his or her normal age group to the requested year group in September the following year providing supporting reasons for seeking a place outside of the normal age group. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

**All parents/carers are very welcome to visit the school prior to filling in the admission form. Please contact us on 0191 3847451 or [sthilds@durhamlearning.net](mailto:sthilds@durhamlearning.net) to book an appointment with the Head Teacher.**

**Policy Review:**

This policy will be reviewed every year.

**Date of Implementation: May 2023**

**Date of Review: May 2025**

**Signed Head Teacher:** *A Ryder*

**Signed Chair of Governors:** *J Moss*

Notes

Note 1 "Parent" is defined in law (The Education Act 1996) as either:

- any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2 By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 3 Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child’s parents or carers for appropriate evidence of their previously looked-after status.

Note 4 When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St Hild’s School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 5 By normal home address, we mean the child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Note 6 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 7 The straight-line distance used to determine proximity of the home to the school will be measured by the geographical measuring system as described in the LA admissions booklet.