



# HIGHTOWN PRIMARY SCHOOL

## ADMISSIONS POLICY

2021/22



The Inspire Learning Partnership are the Admission Authority for the school. As required in the School Admissions Code the Trust Board will consider all on-time preferences at the same time for September 2021 admissions.

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the higher ranked of the schools that could be offered.

### **Children with statements of special educational needs (SEN) / Education, Health and Care Plan (EHCP) that name the school**

Children with statements of special educational needs or EHCPs that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

### **Published Admissions Number**

Hightown Primary School will admit up to 30 children to Year R in September 2021. This will be the Published Admissions Number for this year group.

### **Oversubscription criteria**

Applications submitted by 15 January 2021 will be dealt with first. If the number of applications submitted by 15 January 2021 is greater than the Published Admission Number (PAN) for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code.
2. Children subject to a child protection plan.
3. Children who have a brother or sister already on the roll of the school who will continue to attend the school for the following year. (This includes children living as siblings in the same family unit.)

A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address.

4. Children of staff who have, (1) been employed at the school for two or more years at the time at which the application for admissions to the school is made, and/or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage. 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.
5. Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school. Distances from home to school are measured as shortest walking distances. These are calculated by the LA on behalf of the school using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the

point designated in the system as the home address to the point designated in the system as the mid point of the nearest open gate to the school, using public roads and footpaths.

Should the school be oversubscribed from within any of the criteria 1 to 4 above, then distance as defined in 5 will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

### **Late applications**

The closing date for applications is 15 January 2021. Applications received after that date will be late applications. If the school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

### **Waiting lists**

If a place cannot be offered at Hightown Primary School, unsuccessful applicants will automatically be placed on the waiting list. If places become available, children on the waiting list will be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn. The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above. Each time a child is added to the waiting list, the waiting list will be re-ranked according to the Admissions Policy criteria. The waiting list will be held until 31st July 2022. Any parent wishing to remain on the waiting after this date will need to make a new in-year application to the school.

### **Entry into Reception Year**

The offer made to parents for reception class on the initial offer date is of a full time place from the start of term in September. Schools normally stagger entry into school from that date and arrange for some initial part-time attendance to ensure a smooth transition from pre-school or home into school. Flexibilities exist for those parents who do not feel that their child is ready to start school in the September following their fourth birthday. It is possible for them to:

- Request part-time admission to the allocated school from the September following their child's fourth birthday. This should be negotiated with the headteacher of the school.
- Request to defer their child's entry 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.
- Request to defer their child's entry until the September following their fifth birthday. Parents must make an in-year application and the pupil would start in Year One.

Parents of summer-born children, that is children born between 1<sup>st</sup> April and 31<sup>st</sup> August, may, in addition, choose to send their child to school in the September following their 5<sup>th</sup> birthday and may **request** that their child is admitted out of their normal age group to reception year rather than Year 1. Any parent wishing to apply for their summer-born child to start school outside their normal age group should read the 'Guidance on the education of children outside normal age group' Booklet, available on the Southampton City Council website, which explains the procedures that need to be followed.

### **Co-ordinated Admissions Scheme**

Hightown Primary School fully participates in the LA published co-ordinated admissions scheme. The governors have delegated the management of the waiting list to the LA Admissions Team during the normal admission round. The waiting list will be passed to the school on 1<sup>st</sup> September 2021.