

HILLYFIELD ACADEMY



Admissions Policy

1 Introduction

- 1.1 The governing body of Hillyfield Primary Academy applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

2 Aims and objectives

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available. The published figure for each year group of the school is 90 (3 forms of entry) except in the nursery, which has 45 f.t.e. places.
- 2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school, except if a parent requests special admission arrangements on these grounds

3 How parents can apply for their child to be admitted to Hillyfield

- 3.1 As our school is a community school, the school determines the admission arrangements in agreement with the LEA. The LEA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LEA, are published each year by the LEA. Parents can receive a copy of these regulations directly from the LEA.

3.2.1

The LEA publishes an admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LEA or from the school office and should be completed by the date stipulated on the forms. The LEA or sometimes the school notifies parents about the school place as soon as all the applications have been considered.

3.3.1 At Hillyfield Primary Academy, children enter the main school in the academic year they become five. There is one admission date per year, early in September, i.e. at the start of the school Academic year. Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application forms and returned to the L.A School Admissions Service. Parents/Carers who accept the Reception place offered but choose to defer the child's entry until later in the school year.

- If their child was born between 1st September and 31st December 2009, they must take up their Reception place by the start of the term January 2015
- If the child was born between 1st January and 31st August 2010, parents/carers can defer taking up Reception place until the start of the term in April 2015
- Parents/Carers must inform the School Admissions Service if they wish to defer their child's school place

3.3.2 At Hillyfield we have a Nursery that caters for 45 f.t.e. places. Admission to the Nursery is usually in the term after children are 3 years old and the criteria for an admission is set by the LEA. (See Nursery Admissions Policy for further information)

4 Admission Criteria

The LEA has published the following criteria for admission to Nursery and Primary Schools:

1. Children who have a statement of special educational need that stipulates that the child should go to a mainstream school
2. Children who are in Public Care (Looked after Children) at the time of the application
3. Children who have limited mobility or have an invisible disability
4. Children with a sibling on roll at the time of admission
5. Distance of the school from the child's permanent place of residence

5 Admission appeals

5.1 If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

5.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at

our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

6 The standard number

- 6.1 The standard number is the number of children the school can accommodate. The standard number for our school is 90 children per year group, depending on Year group size. We keep this number under review and the governors will apply to change the number if circumstances require.

7 Class size

- 7.1 We teach all children (aged five to eleven) in classes that have a maximum number of 30 children.

8 Review

- 8.1 This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Review date: March 2015