



## **ADMISSIONS POLICY AND PROCEDURES FOR 2018 – 2019**

Hilltop Primary Academy is a school for 4-11 year old children.

The main principle of admission to Hilltop Primary Academy is to maintain the character of the school as a local school serving its community. The school is an inclusive school that welcomes children from all backgrounds and abilities. There is no guarantee of a place for any child meeting our over-subscription criteria. Admission to our school is not dependent upon any 'voluntary' contribution.

The school participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants. As required by the Regulations of 2005 the school will give top priority in their oversubscription criteria to applicants on behalf of looked after children (A 'child looked after' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school) and previously looked after children. Previously children looked after are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Home address: Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met. Where a child lives part of the week with one parent and part with another member of the family, the 'home address' will be considered to be the residence where the child spends at least three nights of the school week each week.

### **ADMISSIONS PROCESS**

Detailed information and guidance will be published in the Medway Local Authority booklet: Admission to Primary School: A Guide for Parents. Admissions should be made using the Medway primary common application form (RCAF).

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 where we are properly equipped to deal with the needs of the child.

Hilltop Primary Academy meets the agreed criteria concerning the delivery of the Foundation Stage of Learning in accordance with the Local Authority's policy and will admit four year olds to the Foundation Stage Classes in one intake in September. The children due to be admitted during the academic year 2018/2019 are those born between September 2014 and 31 August 2014.

However, children reach compulsory school age at the start of the term following their fifth birthday.

Parents are not obliged to start their child at school until the beginning of the term after the child is five. Therefore, parents who have been offered a September place may ask to defer their child's admission until the beginning of the spring term without losing the offer of a place. Parents of children with summer term birthdays (1 April to 31 August 2014) may ask to start their child in Year 1

in September 2019 but the reception place will not be saved. Parents will have to re-apply for a Year 1 place.

The Planned Admission Number (PAN) for the year commencing September 2018 is 60.

Places are offered to children with a statement of special educational needs where, following consultation with the Local Authority that the child's individual needs can be met, the school is named.

### **OVERSUBSCRIPTION CRITERIA**

Where the number of applications received via the Medway co-ordinated scheme exceeds 60, the school PAN, places will be allocated in the following priority order:

- Children in public care – as defined in the Medway Council Co-ordinated admissions scheme;
- Current family association (a sibling in the school at the time of application and still attending in September 2018), Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins, living in the same house do not qualify as siblings.
- Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend the preferred school.
- Nearness of children's homes and ease of access to schools (In the event of a tie within any criterion, before the last criterion, places will be allocated to those living closest to the school measured by the shortest available walking route.) Evidence of residence may be required.

In cases of over subscription, parents can ask for the children's names to be placed on a waiting list held by the Local Authority for a place at Hilltop Primary Academy. The children will be ranked according to the school's over subscription criteria and the co-ordinated scheme and not according to the date when the child's name was added to the list. The Local Authority will hold the waiting list until 31 December 2018 and contact those on the waiting list to advise how to then apply to our school as in-year admissions, if they wish to do so.

### **CASUAL ADMISSIONS**

The casual admissions process will follow LA guidelines that aim to make a casual admission placement within 10 school days.

- Parents can apply for a casual admission at any time during the school year. Please contact the school direct for an In Year Casual Application form (IYCAF). This can also be obtained via Medway Council and downloaded via their website.
- If no places are available at the time of application the parent has right to appeal and/or the option to be added to the waiting list. Names are kept in priority order according to the oversubscription criteria and not according to how long a child's name has been on the list.
- Any place that becomes available will be offered to the child at the top of the list.
- All vacancies will be allocated as they arise.

### **CASUAL ADMISSIONS WHEN TRANSFERRING SCHOOL WITHOUT MOVING HOME**

If a parent wishes to transfer their child from another school without moving home, the Headteacher will contact the Child's current school to ascertain the situation so that our Academy is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child themselves, visit our Academy and meet with the Headteacher before any place will be offered.

## **Admissions for Children with Statements of Special Education Needs or an Education Health & Care Plan (EHCP)**

The admissions arrangements for children with Statements of Special Educational needs are the responsibility of Medway Council. For advice on arrangements to admit your child into school, you should contact your local SEN Officer through Medway Council.

Medway Council, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR  
Telephone 01634 337170

### **RIGHT OF APPEAL**

If having applied the oversubscription criteria, the school is unable to offer a place, parents will be contacted in writing and advised of the reason why a place could not be offered. Parents wishing to appeal should write to the Admissions Officer at the school, who will contact the Clerk to the Appeals Panel for the school. The Appeals Panel will then contact the parent with a hearing date at least 10 school days prior to the hearing.

### **REVIEW**

The following document forms the school's final determined admission arrangements for September 2018.

The Admissions Policy will be reviewed annually by the Governing Body.