Hart Primary School

Admissions Policy for entry 2028-2029

Northern Lights Learning Trust is the Admissions Authority for the school. The Local Governing Body of Hart Primary School considers the admissions on behalf of the Trust Board. This means that a committee of the governing body consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, the Diocesan Board of Education, all other Admissions Authorities in the area and interested parties and parents through our web site. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, 2021."

Applications in the normal round must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school, on the National offer date. Applications, received after the closing date, will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the governing body to make an informed decision. Applications for in-year admissions must be made on the In-year School Transfer Form (also available from the Local Authority) and should be forwarded by the current school for consideration.

The admission policy is applied if the number of applications exceeds the Published Admission Number (PAN) which is 15.

In the first instance, places will be awarded to those pupils with an Education, Health and Care Plan where the school is named as the most appropriate educational setting for the child. The remaining places will be awarded in the following priority order:

1. **Looked-after children and children who were previously looked after**, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. **including children previously in state care outside of England** who have

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ceased to be in that state care as a result of being adopted (see notes at the end of this policy)

2. Siblings - children who have an older sibling attending the school, at the time of their application. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, (foster brother or sister), or the child of the parent/carer's partner. This applies where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Those children who live in the school's admission zone.

4. Other children

Tie Breaker: In all criteria, if there are more applicants than places available then priority will be given to those children who live closest to the school as determined by a straight-line distance measurement; from the address point for the child's home to the address point of the school, using the Local Authority's computerised measuring system.

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.

*Definition of **Distance** – Distance will be measured by a straight-line measurement from the address point for the child's home to the address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school received the higher priority. The address points are linked to the Local Land & Property Gazetteer.*

Waiting Lists

The school maintains waiting lists, via Hartlepool Borough Council, 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

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parents wish a child to be kept on the waiting list. Waiting lists will be maintained until at least 31 December of the admission year.

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.

Notes and supplemental information:

Looked after child

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).

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

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asking the child's parents or carers for appropriate evidence of their previously looked after status.

Shared Parental Responsibility

Where two adults have shared responsibility for a child, they should agree before submitting the application which schools to name as their preferred schools and the order of preferences. In cases of dispute, or when two applications are submitted, the LA will process the application received from the adult with whom the child is living the majority of the week. If parents fail to agree on preferred schools, and two applications are received for the same child from both parents, then the LA will lead on such issues.

The Admissions Authority may ask for proof of your address. The admissions authority will consider legal action against parents who deliberately give false information, and the offer of a school place may be withdrawn.

Information given by parents which is found to be fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

Parents, who are unsuccessful in securing a place for their child at the School, have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Local Governing Body at the School address. Appeals are heard by an independent panel.

Children, who are unsuccessful in securing a place at the School, can be placed on a waiting list, which will be held by the School whilst the child is of primary school age unless the parent requests that the name is removed. If a parent would like their child to be added to the waiting list, they should contact the school.

Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy and evidence sought to support their application.

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