

Norton Hill Primary admission arrangements for 2017-18

Introductory statement

The new Norton Hill Primary School will open as a 2 form entry primary school set up to offer outstanding education across all aspects of the curriculum with a focus on Science, Technology, Engineering and Mathematics and outdoor education. The academy will cater for all abilities and backgrounds and will focus on providing educational opportunities in an environment that promotes the highest aspiration and achievement. Parents should apply via their home local authority co-ordinated scheme using the form provided. The home local authority will let you know whether your child has a provisional place at the academy. As this is a new school, government policy means that you may also be offered a place at another school you have chosen on the form. You can then confirm your acceptance of the place with the local authority.

Admission number(s)

The academy has an admission number of 60 for entry in Reception in 2017. The academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the trust will offer places at the academy to all those who have applied.

Oversubscription criteria

The academy will admit any pupils with an Education, Health and Care plan naming the school. If the academy is oversubscribed, priority for admission will then be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship orderⁱ.
2. Children who live closest to the school as measured in a direct line.
3. Where there is an exact match of distance from the school, priority will be given to pupils qualifying for the Pupil Premium.

Tie-breaks and main address criteria

Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form. In all cases, distances will be measured in a direct line from the front door of the child's home address to the school's main entrance as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system. A child's home is defined as a permanent address where he or she generally lives with their parent. Temporary addresses may not be used to obtain school places. A random sample of 10% of all applications will be checked against Council Tax records and the Electoral Roll.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants, the place(s) will be allocated by random allocation by someone independent of the school.

Late applications

All applications received by the home local authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list. The local authority will also place the child on a waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Once the child has started at the school parents cannot apply for delayed entry. ⁱⁱ

Admission of children outside their normal age group

Children whose 5th Birthday falls in the Summer Term do not legally have to send their child to school until the following September. Parents who wish to do this should apply to the Local Authority for a Reception place at the normal time but also state they wish to delay entry to the September following their child's 5th Birthday for the request to be considered. A request for delayed entry must be made at the time the application is submitted. Parents should submit evidence which allows admission authorities to determine why it would be in the child's interests to be admitted to reception rather than year one. In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist.

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. The process for requesting such an admission is to apply via the local authority who will work with the school to determine the year group placement that will best meet the child's needs. **If a request to delay is approved**, parents should withdraw their application for the normal age group. Parents will then need to make a new application as part of the main admission round for the following year. **If a request to delay is refused**, parents will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to Year 1 for the September following the child's fifth birthday. Where a parent's request is agreed the application will be processed as part of the main admissions round. Lower priority will not be given on the basis that the child is being admitted out of their normal age group. **Parents should note** that where their request to delay is agreed this does not guarantee a place at a particular school.

Waiting lists

The school will operate a waiting list for Reception classes. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. To do this, contact the Independent Appeals Panel. Details of how to do so will be explained in the decision letter. The IAP's decision is binding for all parties concerned. A timetable for appeals can be found by following the link:

<http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/admissions-appeals>

ⁱ A looked after child is a child who is (a) in the care of the 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.

ⁱⁱ Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March. The process for this is to contact the school following acceptance of a place by phone (01761 412557) or by email: office@nortonhillprimary.com