



Hardwicke Parochial Primary Academy

Admission Policy Academic Year 2020/2021

Status and review cycle;	Statutory and annual
Responsible group:	The Trust
Implementation date:	September 2018
Next Review Date:	September 2019

Summary

If you wish to register your child for admission to Hardwicke Parochial Primary Academy, you are invited to make contact with the school in the first instance and to attend one of our two open afternoons which take place during the autumn term of each academic year (Please note that these meetings are for your benefit and that the allocation of school places is not dependent on attendance). The school's Published Admission Number (PAN) is 60. Parents will be notified of places to be offered via the Local Authority in April of each year.

This policy and criteria should be read in conjunction with the School admissions guidance booklet 2020-2021, a copy of which can be found on www.gloucestershire.gov.uk/schooladmissions or by contacting the Admissions and Transfers Team on 01452 425407. If you have not received a letter containing important admissions information by the end of November 2019, you should contact the Admissions and Transfers Team, Shire Hall, Gloucester GL1 2TP and arrange for one to be sent to you.

Admissions to the school are the responsibility of the Governors and for in-year applications only, the parent should apply to the school in the first instance. The initial admissions process for September however is administered by the Local Authority and enquiries should be directed using the contact details above. If there are more applications than places, the Governors have drawn up and adopted the following order of priority for admission. In the event of over-subscription pupils will be admitted by reference to the following criteria in order of priority.

Admission Criteria (to be used in cases of over-subscription):

The School Governors' criteria for admitting children for over-subscribed places are as follows:

1. Children in Public Care (Looked after children)
A looked after child is defined as a child who is (a) in the care of a local authority - or who was previously 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). This category also includes Adopted Children who were previously looked after/ in care.
2. Children who have an older sibling attending Hardwicke Academy and who will continue to do so when the younger child is admitted. A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address.
3. Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported by a written statement from a doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities/ resources of this school.
4. Children of families who live in the school catchment area of Hardwicke (as shown on the map which is attached) and whose parents have active connections* with St. Nicholas Church, Hardwicke.

5. Children of families whose parents have active connections* with St Nicholas Church, Hardwicke and who live outside the school catchment area of Hardwicke (as shown on the map which is attached).
6. Children of families who live in the school catchment area of Hardwicke (as shown on the map which is attached) and whose parents have active connections* with other local Christian churches belonging to Churches Together in Britain & Ireland.
7. Children of families who live closest to Hardwicke Academy. The strongest geographical claim will be measured in a straight line from the ordnance survey address point of the child's home address to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

**Active connections mean being on the electoral or membership roll of the church. The attached form should be completed and signed by the minister of the church.*

In the event of over-subscription in any of the above criteria, places will be allocated to children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

In the event of a tie between two or more children when applying the strongest geographical claim based on straight line distance where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body which will also be overseen by an independent person.

Parents are encouraged to inform the school at the earliest opportunity of any information relating to the above criteria which will help the school prioritise admission places in the case of oversubscription. To assist this process the school request that all parents complete the additional school admission form and return this directly to the school. This will need to be received by the school by the end of February each year.

In the event of over-subscription, parents of pupils not offered a place will be advised of the appeals procedure. In the first instance contact should be made with the school. Please note that the Governing Body will only exceed the Published Admission Number (PAN) for the school (currently 60 children) if it can be demonstrated that exceptional circumstances, as deemed by the Governing Body, apply.

Other Points Relating to Admissions

Special Educational Needs

The school is required to admit a child with a statement of Special Educational Needs or an Education Health and Care Plan (EHC) that names the school, even if the school is full.

Waiting Lists

If the school is oversubscribed, a waiting list will be held for at least the second school term (ie. until December) following the admission request. The waiting list will be prioritised according to the school's admission criteria above.

Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list.

Transport

The school currently has no school transport arrangements in place.

Admission of Children below School Age and Deferred Entry

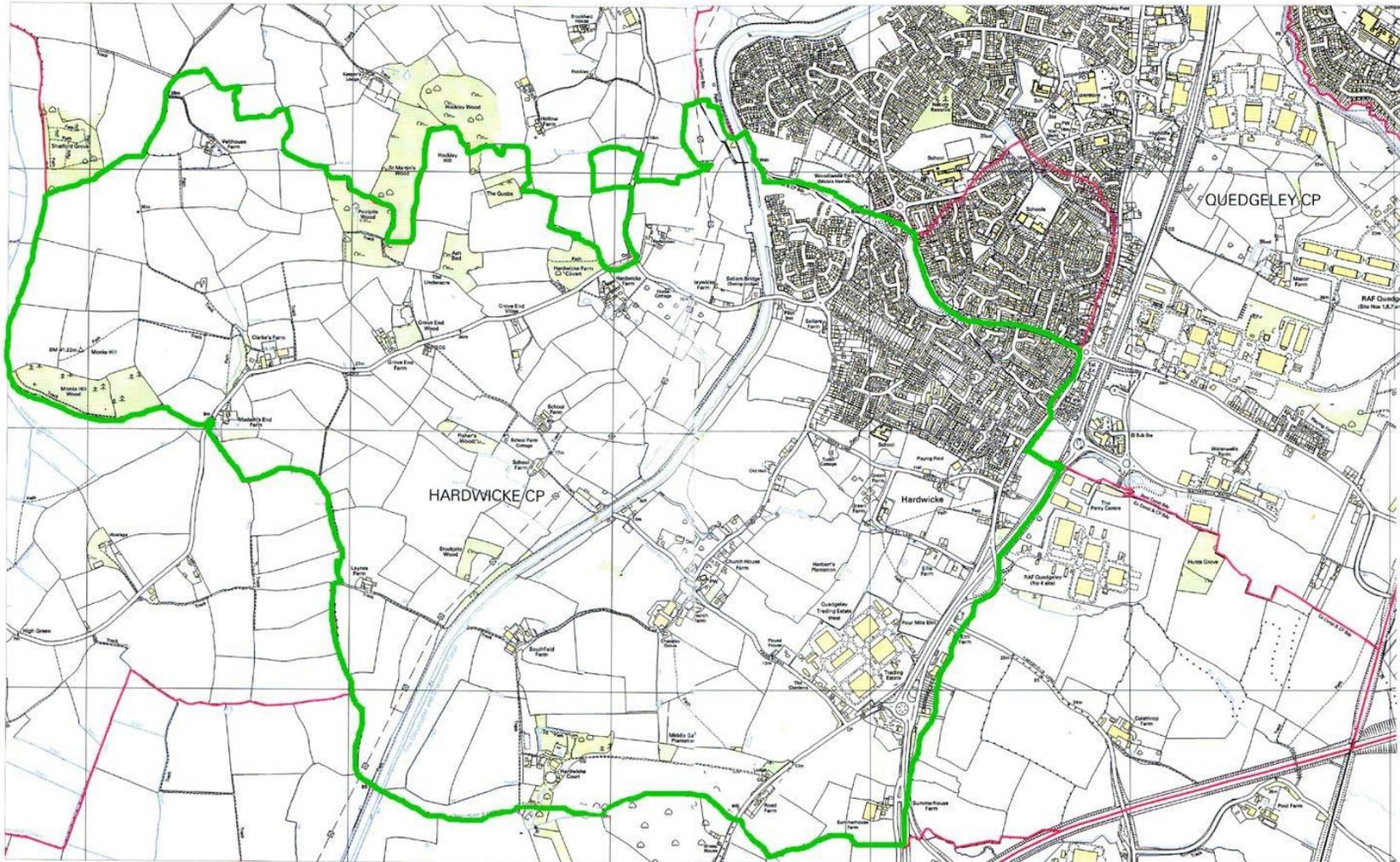
Children are entitled to a full-time place in the September following their fourth birthday. The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age* and not beyond the beginning of the final term of the school year for which it was made. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

Admission of Children Outside of their Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. In order for the school governors to consider such a request, such an application must be made in writing, stating clearly the reasons for this proposal. The school governors will normally seek external advice to be reassured that such an arrangement is in the long term interests of the child. The school governors will communicate the reasons for their decision in these cases. In all other respects the child will be considered in the same way as any other child and in the case of over-subscription the same admission criteria will apply.

** Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August*

Map Showing the Catchment Area for the school (green) inside the Ecclesiastical Boundary (red)



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Additional information required by the school for the allocation of school places

In addition to the standard information required by the local authority, please could you complete this form so that places can be allocated according to the school's admission criteria.

Please answer all questions.

1. **Are you requesting a place for a child in care (looked after child)?** YES/ NO
(Please delete as appropriate)

2. **Do you have active connections* with a church?** (see below) YES/ NO
(Please delete as appropriate)

If so, state the church and denomination: _____

3. **Are there any medical reasons** why your child should attend this school?** YES/ NO
(Please delete as appropriate)

** Active connections mean being on the electoral or membership roll of the church. In order to qualify this, this form must be signed by your church minister below.*

*** If you have answered "Yes" to this question your application for a place must be supported by a written statement from a doctor.*

Signed: _____

Name: _____

Child's Name: _____

Address: _____

Signature of Church Minister: _____

On behalf of (church): _____

This form should be completed and returned directly to the school. Thank you

*Love your neighbour as yourself.
We care, learn and achieve... together.*

