



# Hardwicke Parochial Primary Academy

## Admission Policy Academic Year 2023/2024

Status and review cycle;	Statutory and annual
Responsible group:	The Trust
Implementation date:	September 2021
Next Review Date:	September 2022

## **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 2023-2024, a copy of which can be found on [www.goucestershire.gov.uk/schooladmissions](http://www.goucestershire.gov.uk/schooladmissions) or by contacting the Co-ordinated Admissions Team on 01452 425407. If you have not received a letter containing important admissions information by the end of November 2022, you should contact the Co-ordinated Admissions 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:**

Hardwicke Parochial Academy – proposed criteria to be used in cases of over-subscription

1) The 2021 School Admissions Code (the Code) requires children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "IAPLAC". (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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a

public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2) Children who have or had an older sibling attending Hardwicke Academy. 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 depicted by the red boundary line on the map (attached).

5) Children of families whose parents have active connections\* with St Nicholas Church, Hardwicke or other local Christian Churches belonging to Churches Together in Britain and Ireland and who live outside the school catchment area of Hardwicke (as shown on the map which is attached). \*Active connections mean being on the electoral or membership roll of the church and regular worship at that church as a family at least once each calendar month for a minimum of one year. The attached form should be completed and signed by the minister of the church.

6) Children 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 in the parish of Hardwicke as depicted by the map receiving the higher priority.

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. Appeals Procedure:

If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal. You should notify the Clerk to the Governors of Hardwicke Parochial Primary Academy within 20 days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days' notice of the time and venue for

the appeal hearing where you will be able to present your case in person. Decision letters will be sent within 5 school days of the hearing wherever possible.

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 an Education Health and Care Plan (EHCP) 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.

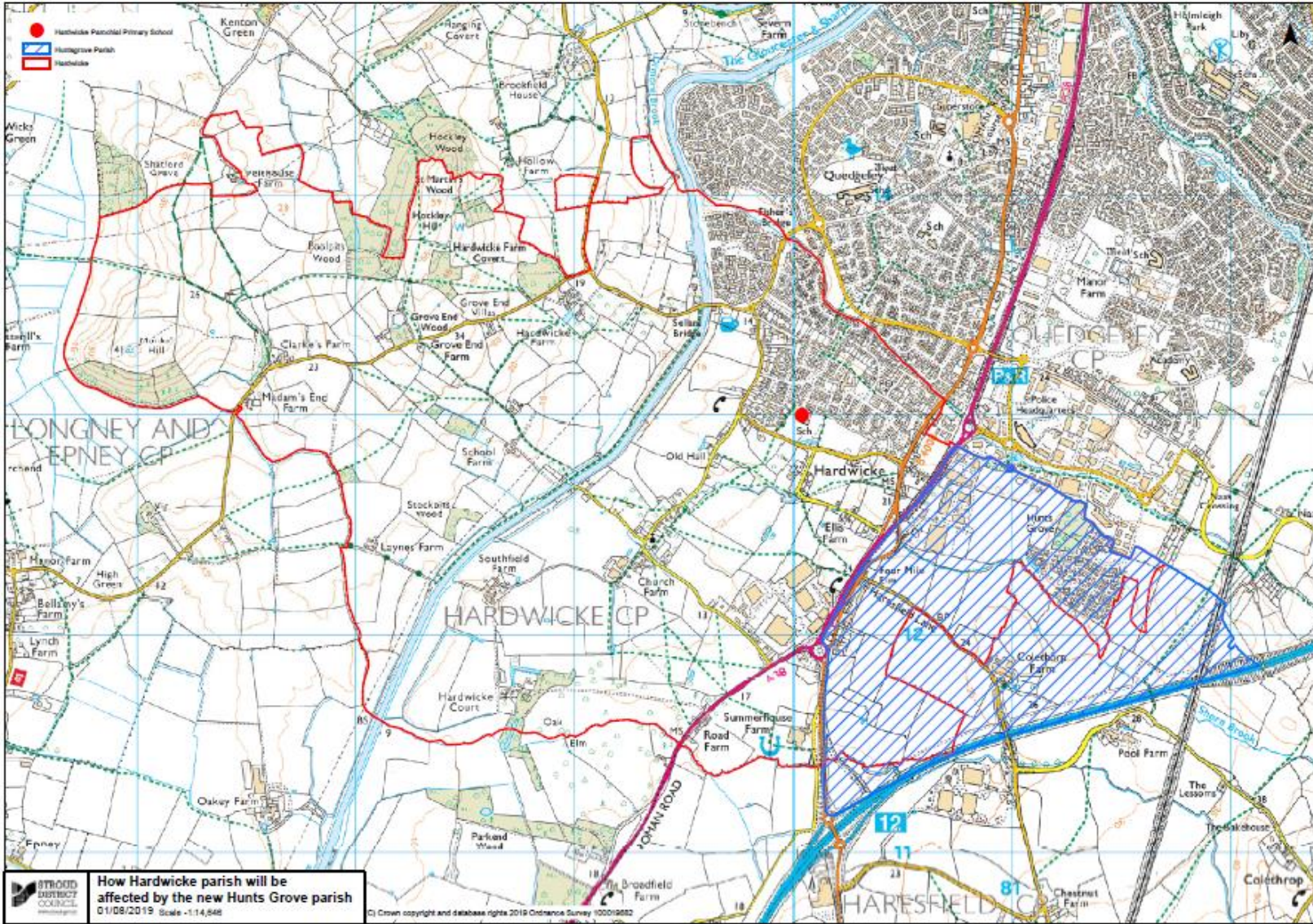
## **Admission of Children Below School Age and Deferred Entry**

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*



## 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 and attend regular worship at that church as a family at least once each calendar month for a minimum of one year. In order to qualify, 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