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# Haslingden Primary School

Ryefield Avenue, Haslingden, Rossendale, BB4 4BJ. 01706 215947  
www.haslingden.lancsngfl.ac.uk email: bursar@haslingden.lancsngfl.ac.uk

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## Admissions Policy for Haslingden Primary School 2019/20

### **Sections 1 General Principles**

Haslingden Primary School has an admission number of 60 in all year groups.

We are an inclusive school and welcome all applications. We have a defined priority admission area but there is no guarantee of a place for children living within this area. We will admit from outside this area if there are spaces available.

Admission to our school is not dependant on any test or voluntary financial contribution.

The school participates in the Local Authority co-ordinated scheme and all dates within that scheme that must be adhered to. You should use the opportunity to express a preference for more than one school. Proof of residence will be required.

As required by the Regulations of 2005 the school will give top priority to applications on behalf of children in public care (Children in Care). Children with statements of special educational needs naming the school will also be admitted as the next priority.

### **Section 2 Definitions and Details**

#### **Admission**

Children are usually admitted in September in the academic year in which they have their fifth birthday.

#### **Deferred admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

#### **Sibling**

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By sibling we mean:

- Children living at the same address who have one or both natural parents in common.
- Children living at the same address who are related by parents' marriage / civil partnership.
- Children living at the same address whose parents are living as partners at this address.

## **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.

## **Oversubscription**

In the event of oversubscription places will be offered first to those living in the priority admission area using the following criteria:

1. Looked after children and previously looked after children.
2. Children of multiple birth who reside in one of the following electoral wards; Worsley, Greenfield or Helmshore.
3. Children who have a sibling at the school at the date of application and the date of admission.
4. Any other child / children.

## **Tie-breaker**

Where there are more applicants for the places available within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where two addresses have the same distance, or, the cut-off point is for addresses within the same building then the local authority's system of a random draw will determine which address(es) receive the offer(s).

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## **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus, it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate for the full autumn term.

## **Non-routine or in-year admissions**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

## **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the clerk to the governors at the

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school by to follow. Parents will have the opportunity to submit their case to the panel in writing and to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

## **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

## **Admission of children outside 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 [1] 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. Admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group.

Admission authorities must make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also consider the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

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Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

[1] The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

## **Twins, etc**

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases, we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

## **Other Children**

Should places remain available, all other children will be considered.