

## **Admission policy for Hotspur Primary School for the academic year 2016/17**

This Admissions policy has been formally adopted by the Governing Body of this school. In this school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The number of places available in the Reception class 2016/17 is 60.

### **How and when to apply for places**

All applications for school places must be made on Newcastle City Council's school application form and returned to Newcastle City Council.

Applications for Reception places for September 2017 must be submitted by **midday on 15<sup>th</sup> January 2017**.

Applications for school places in other year groups or after the start of the school year can be submitted at any time. If a place is available and there is no waiting list, a place will be offered immediately. If an application is received and there is no place available, your child will be placed on a waiting list.

### **Late applications**

Applications received after the closing date for admission into Reception will be classed as late and processed after all of the applications received on time.

### **Special Educational Needs**

Children who have a statement of Special Educational Need (or an Education, Health and Care Plan) which names the school will be admitted to the school.

### **How places will be allocated**

If there are enough places at the school then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places.

1. First priority for places will go to children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.

2. Second priority for places will go to children with an older brother or sister (a sibling) who will be attending the school on the date that the younger child will be admitted in September 2016. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, as long as the children live at the same address. Nursery children are not eligible as sibling links. For applicants for places in year, the sibling link may be an older or younger child, with the exception of nursery class children.



3. Children with an exceptional medical reason that means they can only attend that specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school).

- Strong supporting evidence must be provided from a healthcare professional involved with the child.
- The professional must be independent of both the family and the school.
- The evidence must relate specifically to the school for which the application is being made and must clearly demonstrate why it is the only school that can meet the child's needs.

4. Children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

**Parents/carers should note that admission into the nursery class of a school does not guarantee a Reception place in the main school.** Allocation of Reception places does not take into account attendance at any specific nursery class or school.

#### **Additional notes**

- In the event that more than one child has an equal right to an available place the place will be offered to the older child.
- Parents/carers have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid.
- You must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives part of the week between two parents, the child's address should be the address where the child lives (1) during the school week, or (2) with the parent who receives child benefit, if there is any dispute.

#### **Waiting lists**

Children who are refused a place will be kept on a waiting list for a maximum of one school term. Waiting lists are cleared termly and parents will need to re-apply if they still want to be considered for a place at that school. For applications for Reception places, waiting lists are kept until the end of December in the year of admission and will then be cleared. Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received.

## Right of appeal

Parents/carers who are refused a place for their child have a statutory right of appeal to an independent appeals panel. Please contact the School Appeals Team for information (phone 0191 277 7427 or email [schoolappeals@newcastle.gov.uk](mailto:schoolappeals@newcastle.gov.uk)). Information is also available at [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions)

## Definitions

- A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order**) is an order outlining the arrangements as to the person with whom the child will live.