

**PROPOSED**  
**HAWKSMOOR SCHOOL**

**Admission of Pupils for the School Year 2019 - 2020**

The following arrangements apply to the admission of pupils to Hawksmoor School.

- Children will be admitted at age rising 5 without reference to ability or aptitude. The number of admissions for year 2019-2020 commencing 1st September will be 90.
- The school will admit to the reception class in one intake; September (children born 1/9/14 to 31/08/15).
- Admission will be subject to the completion of the local authority's common application form. This will enable the LA & school to prepare an application list. Late applications will be considered after applications that have been submitted on time or were late with a good cause, strictly in accordance with the admissions criteria. (For definitions of late with good cause, please refer to the Late applications, in the 'Primary Schools in Royal Greenwich 2019/20' booklet).
- Where applications for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit. First priority will go to children with an Education, Health and Care Plan (EHCP) naming the school. Remaining places will be given in the following priority order:
  1. Looked after children.  
(A 'looked after child' is a child who is in the care of a local authority, including foster care). Children who have been adopted, or are subject to a child arrangements order or special guardianship order, immediately following having been looked after.
  2. Children, or their immediate family member, with a chronic medical condition or social care need for a particular school. Applicants need to set out the reasons why the school can best meet needs and the implications for the child or immediate family member if a place was not obtained at the school. Evidence of the condition or need must be submitted with the application, such as a letter from a registered health professional or practitioner i.e. a doctor or social worker. The family member must live at the same address as the child. Further details of the documentation required can be found in the Primary Schools in Greenwich booklet. Work commitments and childcare arrangements are not considered as being a social care need.
  3. Where the child has a brother or sister currently attending the school and will be on roll when the child is due to start school.  
(Brother or sister means a full, half or step brother/sister, a long term fostered or adopted child).
  - 4 The proximity of the child's home to the school.  
Distance will be measured in a straight line from the child's house to the school using a computerised measuring system, with those living closer to the school receiving the higher priority.

Home is defined as being 'where the child resides as his/her only or principal residence. If the child resides equally between both parents, the principal home address will be considered to be the address of the parent who is in receipt of benefits for the child. For children who reside with a relative or carer other than a parent, a residence order or other court order will be required'

The school will agree any changes to its admission arrangements with the Local Admissions Forum.

The school keeps a waiting list for applicants which are ordered in accordance with our admission criteria.

Procedures for late applications and in-year admissions will be in accordance with the LA scheme for the co-ordination of primary school admissions and Fair Access Protocol.

Parents of children who are not offered a place have the right to appeal to an Independent Appeal Committee under the 1998 School Standards and Framework Act. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to the Clerk to the Appeal Committee, c/o the school, within 14 days of the notification of the decision. Should some appeals be unsuccessful, the Governing Body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Details of admissions and appeals arrangements will be published annually.