Harrold Lower School Harrold Priory

Determined Admission Policy –
For children entering school September 2017

The Governors of Harrold Lower School and Harrold Priory Middle School are responsible for the admissions to the school.

If parents wish to request a place for their child at Harrold Primary Academy School to commence on September 1 2017, they must complete the appropriate application form. For entry in Reception, this can be done using the Local Authority online application system or by completing the Local Authority application form, available from the school or Local Authority. The form is also available for you to download from the Local Authority website. Online Admission Form

For all other year groups the in-year application form should be completed. This form can be obtained from school or from the Local Authority or their website. Please click on this link to access all forms and documentation regarding In-Year Admissions

The online application form is available by following the link Online Admission Form

The catchment area is defined as the civil parishes of Harrold and Odell. We have an annual intake of children in September. All children who are 4 years old on 1st September and have their fifth birthday during the school year (by 31 August of the following year) are eligible for a full-time place in our school.

Registering and Admitting Children who are 4+ years old

- Parents must apply in accordance to the normal time scales published by the Local Authority in the Starting School Booklet available online by clicking on the link Starting School Booklet
- It is the policy of our school to integrate children with Special Needs and Special Educational Needs into mainstream education wherever possible.

Admission Criteria

We have an admission limit of 30 for each year group (Pupil Admission Number - PAN). Harrold Primary Academy School embraces inclusivity. The Governors will apply the following criteria in the rank order shown to decide the order in which places will be allocated when there are more requests from parents than the number of places available.

1. All 'looked after' children or children who were previously ‘looked after’ (see definitions);
2. Pupils living in the catchment area with siblings at the school (see definition of sibling);
3. Other pupils living in the catchment area;
4. ‘Very exceptional’ medical grounds (see definition);
5. Other siblings (see definition);
6. Any other children

Where the application of the above criteria results in there being more children with an equal right of admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority.

The distance will be measured from the address point of the pupil's home to the school office. Priority will not be given within each criterion to children who meet other criteria.

The governors will normally offer a place at the school if parents apply for a place during the normal admissions round. However, a place at the catchment school cannot be guaranteed.

If a pupil moves into the village outside the normal admissions round (or after the allocation process has been completed) it may be more difficult to offer a place at the school if this would mean exceeding the admission number. In this case, the local authority will offer a place at the next nearest maintained school to the pupil's home address which caters for pupils of the same age and has places available.

A pupil who has an Educational Health Care Plan (EHCP) or an existing Statement of Special Educational Needs will be required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the In-Year Fair Access Protocol will also be admitted if the school is full.

Determined by Harrold Lower School Governing Body
December 2015

Definitions

'Looked After' Children

A 'looked after' child is a child who is (a) 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 Section 22(1) of the Children Act 1989).

Previously 'Looked After' Children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Sibling

A sibling refers to 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 should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

'Very Exceptional' Medical Grounds

'Very Exceptional' medical grounds refers to cases where there are **exceptiona**l medical reasons which make it **essentia**l that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The comments of the Authority's medical officer may be sought to decide whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder.

Home Address

A pupil's home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original documentation, e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

Appeals/Waiting List

If we have not been able to offer your child a place at Harrold Primary Academy School, you will have the right of appeal to an independent Admissions Appeal Panel. We will place your child's name on a waiting list which has been prioritised according to our admissions criteria. If a place becomes available we will contact you, even if you have accepted a place at another school. We will maintain the waiting list until the end of the Autumn Term. If you wish to remain on the waiting list beyond that time you will need to write to us.