



HALE CE

PRIMARY SCHOOL

ADMISSIONS POLICY

*H*ear of the Community

*A*ccepting everyone

*L*ove of God and neighbour

*E*xcellence for all

See link below for admissions procedure

<http://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/PrimarySecondarySchool.aspx>

Signed

Date.....

Signed

Date.....

POLICY FOR ADMISSIONS - GENERAL

Aims

- To give children and parents as much information about Hale CE Primary School and the education we provide as possible
- To make each child's start a happy and successful one
- To begin a partnership with parents that will be lasting

Procedures

Our PAN (published admissions number) is 25.

Parents are asked to ring to make an appointment to see the Headteacher in order to discuss their child's admission to the school, and to look round (with or without their child) prior to the child being admitted.

From September 2013 in year admissions will be dealt with by schools. See below " Guidance for Schools 'In Year' Admission Arrangements 2013/14 and subsequent years."

Parents are provided with a copy of the School Prospectus, and are asked to complete a personal information sheet for their child prior to admission.

Children are generally admitted on a Monday morning, or on the first day of a new term.

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to a new school is a smooth one.

As soon as the child starts school the school clerk requests records from the previous school.

ADMISSIONS POLICY - EARLY YEARS

Procedures

At Hale School children start school in the September before their fifth birthday.

The published admission number for the school is 25. If this number is exceeded then the places are allocated based on the Halton Borough Council Admissions Criteria

Parents are able to put their child's name down at school expressing an interest (this does not mean a place has been offered) at any time.

Parents are welcome to look round school prior to indicating whether Hale School is their choice.

Admissions are administered by Halton Borough Council, or the LA for the address where the child lives. Details of how to apply and online application forms are available on the HBC website. In April, letters will be sent out offering places. For those families that have been unsuccessful, the Admissions Section of the LA will send letters and details of what to do next. See website for details

<http://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/PrimarySecondarySchool.aspx>

Once admissions are confirmed, we invite each child and his or her family to a meeting in the Summer term for parents and at least one afternoon visit for children.

At the start of the Autumn term the children attend school part time for the first couple of weeks to enable the children to settle and for initial assessments to take place.



Children & Enterprise Directorate

Guidance for Schools

'In Year' Admission Arrangements 2013/14 and subsequent years

- 1.0 The Department for Education published a revised School Admissions Code and the revised Code advises that there is no requirement for local authorities to co-ordinate 'In Year' applications for the offer year 2013/14 and all subsequent years. This document sets out the arrangements for In-Year admission requests for the 2013/14 and subsequent years. The Local Authority will remain statutorily required to continue to co-ordinate the admission of children to reception class and the year 6 to 7 secondary transfer process for each September intake.
- 2.0 Parents/carers wishing to make an 'In Year' application for admission into a current year group for the 2013/14 and subsequent academic years are required to complete an 'In Year' Common Application Form and return it direct to the school of preference not the Local Authority.
- 3.0 Within the revised Code there are a range of actions that Local Authorities and all Academies (including Free Schools), Community, Foundation, Voluntary Aided, and Voluntary Controlled schools are statutorily required to undertake regarding 'In Year' admissions and these are set out below:
 - 3.1 Local Authorities **must:**
 - Provide in the composite prospectus (Admissions Booklet) details regarding how 'In Year' applications can be made and will be dealt with.
 - Provide information to parents about available school places at all schools within its area (community, academy – including Free Schools, voluntary controlled, and voluntary aided schools)
 - Make available a Common Application Form which allows the parent to express a preference (or preferences) with reasons for a school place (this form will also be available at all schools).
 - 3.2 Schools and academies (including Free Schools) **must:**
 - Notify the Local Authority of both the application and its outcome to allow the Local Authority to keep up to date figures on the availability of places in its area.
 - Admit any pupil where admission is sought if the year group is below its Published Admission Number (PAN)

- Notify parents in writing of their right of appeal if the application for a place has been refused
- 4.0 All parents/carers, regardless of where they live, who are seeking 'In Year' places in Halton schools will be required to apply direct to the school/academy and not their home local authority. If parents/carers wish to seek admission to a school in another authority they **must** contact the relevant authority for details on how to apply for a school place in that authority.
 - 5.0 Parents/carers of children who are seeking a transfer to an alternative school for reasons other than a house move are strongly advised to discuss the proposed transfer with the current school before submitting an application.
 - 6.0 Parents/carers will be required to complete a common 'In Year' application form for a school or academy. The 'In Year' form will be available from both the Local Authority and the school/academy. Parents/Carers must also be provided with the Parents and Carers Guide to accompany the form.
 - 7.0 Parents/carers will be required to detail their Halton preference school and may also give reasons for their preference.
 - 8.0 The completed 'In Year' application form (and any supporting documentation) **must** be returned to the preference school.
 - 9.0 A place will be considered to be available at the preferred school if the number on roll within the year group is below the published admission number (PAN).
 - 10.0 Upon receipt of the application, the school/academy **must** allocate a place unless one of the statutory reasons for refusing admission applies as detailed in the School Admissions Code (February 2012).
 - 11.0 If the parent/carer has indicated on the application form that the child has a statement of special educational needs the School should contact the SEN Assessment Team on 0151 511 7322 to confirm the status.
 - 12.0 If the parent/carer has indicated on the application form that the child is Looked After or previously looked after, the School should contact the Cross Phase Support & Intervention Lead on 0151 511 7391 to make them aware of the proposed move.
 - 13.0 If the school receives multiple applications on the same day for 'In Year' transfer for a particular year group, which would result in the PAN being exceeded, the admission authority **must** determine the order of priority for admission by referencing the school's oversubscription criteria.
 - 14.0 The preference school **must** notify the parent/carer in writing of the outcome of their application within 10 school days.
 - 15.0 If the school can offer a place, a notification letter **must** be sent to the parent/carer confirming the offer and stating the start date that has been agreed with the parent/carer.

- 16.0 Admission will normally take place within four weeks of the offer date, or exceptionally, at the start of the half term where agreement with the school has been reached. Where a child is out of school due to a recent house move, earlier admission can be agreed to ensure that the child is not out of school for an unreasonable amount of time.
- 17.0 The School **must** inform the previous school that a place has been offered and confirm the agreed start date.
- 18.0 If a place cannot be offered the school **must** write to the parent/carer stating the reason why the school place cannot be offered, inform parents of their legal right of appeal and the appeal process and directing the parent/carer to the Local Authority for information on school vacancies.
- 19.0 The school **must** notify the Local Authority of the outcome of all parents/carers applications. Where the place has been declined, a copy of the refusal letter **must** accompany the notification to the Local Authority.
- 20.0 The school **must** inform the Local Authority of their current numbers on roll by updating the SIMS system as and when a change occurs, both when a child is taken off roll of the school/academy, and when a child is admitted. This automatically updates the Local Authority's records and ensures that the Local Authority meets its statutory duty of informing parents/carers of where there are vacancies within Halton.
- 21.0 Waiting lists will not be held for 'In Year' admissions. However, in the case of any reception class applications and year 7 applications received by a school during the first term of the new school year, the School Admission Code requires the admitting authority to keep a waiting list of those who have been refused. Where a waiting list has been established all schools will consult with the Local Authority Admissions Team before refusing or allocating a place to those year groups during the first term of the new school year to ensure that applicants on the waiting list and additional applications are treated fairly and according to procedure.
- 22.0 Parents/carers wishing to appeal for a place 'In Year' can appeal via the appeals procedure detailed in the letter received from the refusing school.
- 23.0 Secondary Schools should note that there are no proposed changes to the In Year Fair Access Protocol which will still apply to all schools.
- 24.0 Admission to Special Schools will remain the responsibility of the Local Authority.
- 25.0 All schools are reminded of the requirement to ensure that their handling of information and personal data relating to admissions is appropriate in relation to information security procedures and in line with their privacy notice.