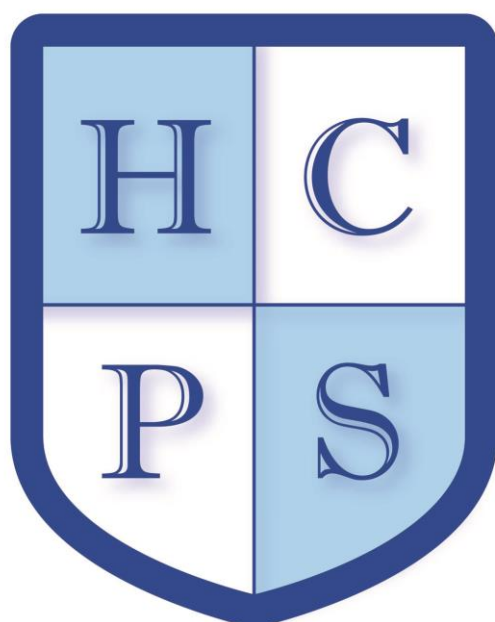


Hunslet Carr Primary School



Admissions Policy

**High expectations
Caring
Positive attitude
Successful**

Policy reviewed: March 2017

Next review: March 2019

High expectations, Caring, Positive Attitudes & Successful

STRENGTHS OF OUR SCHOOL



The Children

Are well behaved, calm and polite
Are engaged, positive and resilient
Are supportive and helpful towards others
Have an input on important decisions
Have a sense of belonging

The Community

School supports the whole family not just the child
Recognises the importance of attendance
Spreads our growing reputation as a good school
Helps celebrate the children's achievements
Supports the school on improving behaviour

The Curriculum

Is a fun curriculum that is engaging
Maintains a strong focus on the basic skills
Is enriched through extra-curricular activities
Supports our most vulnerable children
Provides a rich variety of experiences & opportunities

The Staff

Develop nurturing relationships with children
Provide good quality teaching and learning
Support one another to help the children
Are consistent in how they treat children
Identify children's SEN needs early

THE CURRICULUM WE HOPE TO PROVIDE



Skills

Fluent and confident in Reading, Writing and Maths
Communicate with confidence
ICT skills fit for the future
Life skills – social, money, time, cooking
Safety skills – Swimming, healthy choices
Problem solving skills – Patience & Resilience

Attitudes

Confident, proud and independent
The believe that 'Impossible is Nothing'
Understand and celebrate a range of cultures
Take responsibility for themselves & others
Be honest and learn from their mistakes
Respectful, caring and helpful

Experiences

To have 1st hand experiences of...
Going away on a residential trip
Visiting a range of places of worship
A chance to look after an animal
Relevant trips to theatres/farms/beaches
Taking part in public performances
Work experiences & further education

Knowledge

High school ready English & maths
To know about local places of interest
To know where we are in the world
Life skills – money, time, cooking
Information about possible careers
To know major historical facts
To know their own strengths

Purpose of the policy

For all people connected with the school to understand how the school will determine admission as part of the coordinated scheme with Leeds Education Authority. Following due consultation in accordance with the National Schools' Admissions Code the Governing Body has agreed the following Admissions Policy for the remainder of the academic year 2016-17 and 2017-18.

1. Adoption

The school governors at their Pupil Support meeting on **1st March 2016** adopted this policy and will review bi-annually.

Nursery Admissions

The legal definition of a nursery aged child contained in the 1944 Education Act is any child who has not yet reached statutory school age, i.e. five years. In Leeds, a child is deemed to be of nursery age from the beginning of the term following their 3rd birthday until 31st August following their fourth birthday. For this purpose, the terms are as follows (these are in line with the Early Years Education Funding term dates);

Autumn term

1st September to 31st December

Spring term

1st January to 31st March

Summer term

1st April to 31st August

Parents need to formally apply for a place at Hunslet Carr Nursery using the admissions form that can be collected and returned to the school office. The Nursery is a 78 place nursery taking 39 children each session.

Parents must provide the school with the following information;

- Parents full names
- Childs name
- Contact telephone number
- Address
- Childs date of birth
- Date of application
- Information to show whether they are in receipt of Free School Meals

Dates that information has to be in by;

- 1st April for places in Autumn term
- 26th October for places in Spring term
- 15th February for places in Summer term.

A phone call to families, either offering or refusing places for their children will be the term before the child is due to start nursery.

Applications for nursery should be made as early as possible to avoid disappointment as places are limited and places are allocated by date of application.

Where more applications are received than places available, the oversubscription criteria will be applied and those children not offered places will have their details added to a reserve list. This list will be held until such time as the child is expected to transfer to Reception.

Children's names are placed on reserve lists and the list is in date order according to the date of application. If a place becomes available, the nursery will contact the parents of the child whose name is first on the reserve list.

Parents are required to provide proof of the child's date of birth. Evidence may be submitted in the form a child's birth certificate or passport.

A child can have up to a maximum of five terms in the nursery depending on his or her age and subject to the availability of places.

A pupil may be refused admission only if the nursery has reached the admissions limit, or the child is not of the appropriate age.

The strict statutory criteria governing adult to pupil ratio means that it is not possible to appeal against the admission authority's refusal to award a place at a nursery provision.

School Admissions

Allocation of Places

The number of places in each year group is 60

If the number of applications does not exceed the number of places available, all applicants will be granted a place at the school.

If there are more applications than available places (oversubscription), the following oversubscription criteria will be used to allocate places:

Children with special educational needs will be given priority in all cases and will be admitted to the school named on their statement.

Priority 1

- a children in public care or fostered under an arrangement made by the local authority. (See Note 1)
- b students without a statement who have exceptional medical or mobility needs which the school feels can only be realistically met by Hunslet Carr Primary school. (See Note 2)

Priority 2

Children with brothers or sisters who will be at school at the start of the academic year and are living at the same address. (See Note 3)

Priority 3

Children who do not qualify under criteria 1 and 2 but for whom Hunslet Carr is the nearest school. (See Notes 4, 5 and 6)

Priority 4

Any other children

Tie Break

Within each criterion, if there is oversubscription, remaining places available will be allocated according to distance. Children living closest to the school will, therefore, be allocated a place before those who live further away. (See Notes 4 and 5)

Notification and Acceptance of Places

In accordance with the coordinated Admissions Policy on 1st March each year Leeds Children's Services will make the formal offer of a place to parents and carers on behalf of the Governing Body of the school. Parents and carers must contact the school to confirm acceptance of the offered place by the published date. This will in no way affect the rights of parents and carers to appeal for a place at another school.

Appeals procedure

Parents and carers who want to appeal against the governors' decision not to offer their child a place at the school must appeal directly to the authority. Appeals should be addressed in writing to the authority within 20 days of receiving the decision letter from Leeds Children's Services. The envelope should be clearly marked 'Admission Appeal'.

The appeal will be heard by an independent appeals panel. Parents and carers will receive notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents and carers may be accompanied by an adviser or a friend. Following the appeal the Clerk to the Appeals Panel will write to parents and carers with the decision.

Waiting List

Unsuccessful applicants will have the opportunity to ask for their child's name to be added to the waiting list which will be compiled in accordance with the tie break arrangements. Any places which become available will be filled from the waiting list.

Details and Explanations

Note 1

Children who have been adopted from local authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children (Priority 1a).

Note 2

Applications in this category must be supported by a statement in writing from a doctor or another relevant professional. This is necessary because you will be asking the authority to assess your child as having a stronger case than other children. Each case will be considered on its merits in consultation with the school concerned. To receive this assistance you must contact the SEN Assessment and Provision Service on 0113 3951100.

Note 3

For these purposes, brothers and sisters must be living at the same address as your child. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Note 4

We use a national computer system to run our school admissions system. As part of this system there is a programme that measures the 'straight-line' distance from the centre of the main school building to your home address. The point we measure to at your home address is determined by the Royal Mail Postcode Address File. This information provides us with coordinates for every dwelling.

If we are not able to match your address with the Postcode Address File then we will use the centre of your dwelling.

In the unlikely event there are insufficient places for two (or more) students living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots.

Note 5

If the school has to move to a temporary site for any reason, such as the building being damaged by fire, we will base our distance measurements on the school's permanent site.

Note 6

For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a child-minder or relative. We will investigate any queries about addresses and, depending upon what we find, we may withdraw the offer of a place for your child. When we make an offer, we assume your address will be the same in the following September as we have on record. If you plan to move house, you must still give your current address.

Applications Outside the Normal Admission Round (In Year Applications)

All applications outside the normal admission round should be made on the Leeds In-year Common Preference Form and you should return the form directly to Clapgate Primary. If the school is full you will be offered a right of appeal. Where an appeal is successful and no house move has taken place you will only be offered a place to start at the beginning of the next term. Waiting lists will be held in each year group for applications outside the normal admission round.

Fair Access Protocol

As part of the coordinated admission arrangements with Leeds Education Authority the school may accept hard-to-place students onto the school roll from time to time in accordance with the In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy.