

Hope Hamilton C of E Primary School



Admissions Policy 2025 - 26

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Insert Name: Stephen Wadsworth		Insert Signature: <i>S Wadsworth</i>		Insert Date: 20.09.23

HOPE HAMILTON CHURCH OF ENGLAND
PRIMARY SCHOOL
ADMISSIONS POLICY – ACADEMIC YEAR 2025-26

The Vines Academy Trust are responsible for admissions to this Church of England Voluntary Aided Primary School. However, responsibility is delegated to Hope Hamilton CE Primary School.

The Published Admission Number (PAN)

In consultation with the Local Authority, the Trust has fixed the Published Admission Number (PAN) for the school at 60 places for the normal year of admission, which is reception (F2). The number of part time foundation 1 places (3-4yr olds) is fixed at 52 places.

There is a requirement to limit infant class sizes to 30 children for each qualified teacher. This applies to reception, Year 1 and Year 2 classes i.e. children aged 4 to 7. The National Regulations on infant class sizes allow very few exceptions (see para 2.15 National School Admissions Codes 2014).

For other year groups, the school is full if to admit another child would prejudice the efficient education of the children or use of resources.

How to Apply

All applications for all year groups (with the exception of part-time foundation 1 places which are handled at the school office) must be made through the Local Authority (e.g City Council) at:

<https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/>

To obtain priority under the school's criteria you should also complete a supplementary information form, which is appendix 2 of this policy.

In accordance with Government legislation, the Trust will admit children who have an Education and Health Care Plan that names Hope Hamilton Primary as the appropriate school.

Admissions Criteria

Where there are more applications for places than there are places available, priority will be given in the following order:

1. **'Looked After and Previously Looked After Children'** - Children who are in care of the Local Authority or children accommodated by the Local Authority pursuant to Section 22 (1) of the Children Act 1989 or were previously looked after children (including those from outside England). Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where Governors are unsure about the validity of the application advice will be sought from the Local Authority's "Virtual School Head"
2. **Sibling** - Children with a brother or sister at the school on the intended day that the new child will be admitted. "Brother or sister" includes half-brother, half-sister, step-brother, step-sister, adopted brother or sister, or the son or daughter of the parent/carer's partner, in each case where the child for whom the school place is sought is being brought up in the same family unit at the same address.
3. **Foundation** – Children whose parents, or those with parental responsibility, are members of the Church of England or any other Christian Church, for example, those mentioned on the Churches Together in Britain and Ireland website <https://ctbi.org.uk/member-churches/>. Evidence is needed of attendance at Church every 3-4 weeks for the two years prior to submission of application. 'For families who have been attending church most recently in another country, we will consider evidence of attendance at a Trinitarian church at least every

3 weeks for the two years prior to submission of application. Please complete the Supplementary Information Form from the appendices to apply for a foundation place.

4. **Community** - Children who live in the priority area (catchment area) for the school at the time of application and admission. The catchment area map is included as appendix 1 of this policy. Home address is defined as where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.
5. **Other Children** – Distance will be measured in a straight line from the front door of the child's home address (as defined in the point above) to the main entrance of the school. Distance measurements will be supplied by the Local Authority Geographical Information System.

In the unusual event of there being one space available within the infant class size limit, children of multiple births are permitted exceptions to the class size limit in these circumstances.

Late applications receive the lowest priority, i.e. they are only considered after all other applications which were received on time, unless it can be demonstrated with documentary evidence that the lateness of the form was beyond your control.

Tie Break

In the event that two applicants within a category live exactly the same distance from the school and only one place remains, random allocation will be used. This process will be independently verified.

Appeals and Waiting List

If we have refused your child a place you will receive a letter which explains that you can appeal against the decision and that your child's name will be placed on a waiting list. For more information about school place appeals, please go to <https://www.leicesterdbf.org/schools/admissions-and-appeals/>

If you are not successfully in your application or your appeal, you can ask at the school office to add your child's name to the waiting list. Their name will remain on our waiting list for the academic year of admission. If we have not been able to offer a place during this time then you will need to re-apply to the waiting list for the following academic year.

Each child added to the waiting list will be ranked in line with the over subscription criteria listed above. Priority will not be given to children based on the date their application was received or their name was added to the waiting list.

Offer of a place

All offer letters for first time admissions will be sent to parents by the Local Authority. A follow up letter will be sent by the school requesting a response from parents for acceptance of the place.

Withdrawing an offer of a place

Offered places may be withdrawn in the following circumstances:

- The place has been offered in error
- A parent has not responded within a reasonable period of time. Where the parent has not responded to the offer, a letter will be sent requesting a response explaining that the place will be withdrawn if they do not respond by the requested deadline.
- It is established that the offer was obtained through a fraudulent or intentionally misleading application.

In-Year Admissions

If you are applying for a place in a year group other than the first time admission to reception (F2), you still need to complete the Local Authority online application form at <https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/> and the supplementary information form (Appendix 2) if you intend to apply for a foundation place (Church place).

Other information about admissions

Date of admission for all first time admissions (F2) is from the September immediately following a child's fourth birthday i.e. all children who have turned 4 before the end 31st August.

Parents of all children in the Reception year (F2) may request part-time attendance and a deferred start to their schooling. Children may attend part-time until the start of the term after their fifth birthday and they may also defer starting school until the commencement of the term after their fifth birthday. Such requests should be made by emailing the Headteacher via admin@hopehamilton.leicester.sch.uk to explain why you feel this would be in the best interests of your child. You would then need to discuss this in person at a meeting in school where we will explain other alternatives and discuss how best to support your child. It is to be noted that such requests are very rare.

Requesting a place out of chronological age

The parents of a summer born child (those born from 1st April to 31st August) may choose not to send that child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to Reception (F2) rather than Year 1. Again, parents should discuss this at an appointment with the Headteacher. Parents should still apply for a place in the normal reception year-round. If after discussion with the school, taking into account the advice of the Headteacher and the best interests of the child, it is agreed that the school will accept the child being taught in F2 the following year, parents can withdraw their original application. Parents would then need to make a new application in the normal admissions round for F2 in the following year. There is no right of appeal against the decision not to admit outside the normal age group. Alternatively, parents could apply for a place in Y1, the normal age group, in the following year. This would be treated as an in-year admission (see above) and may, as such, be affected by the infant class size law.

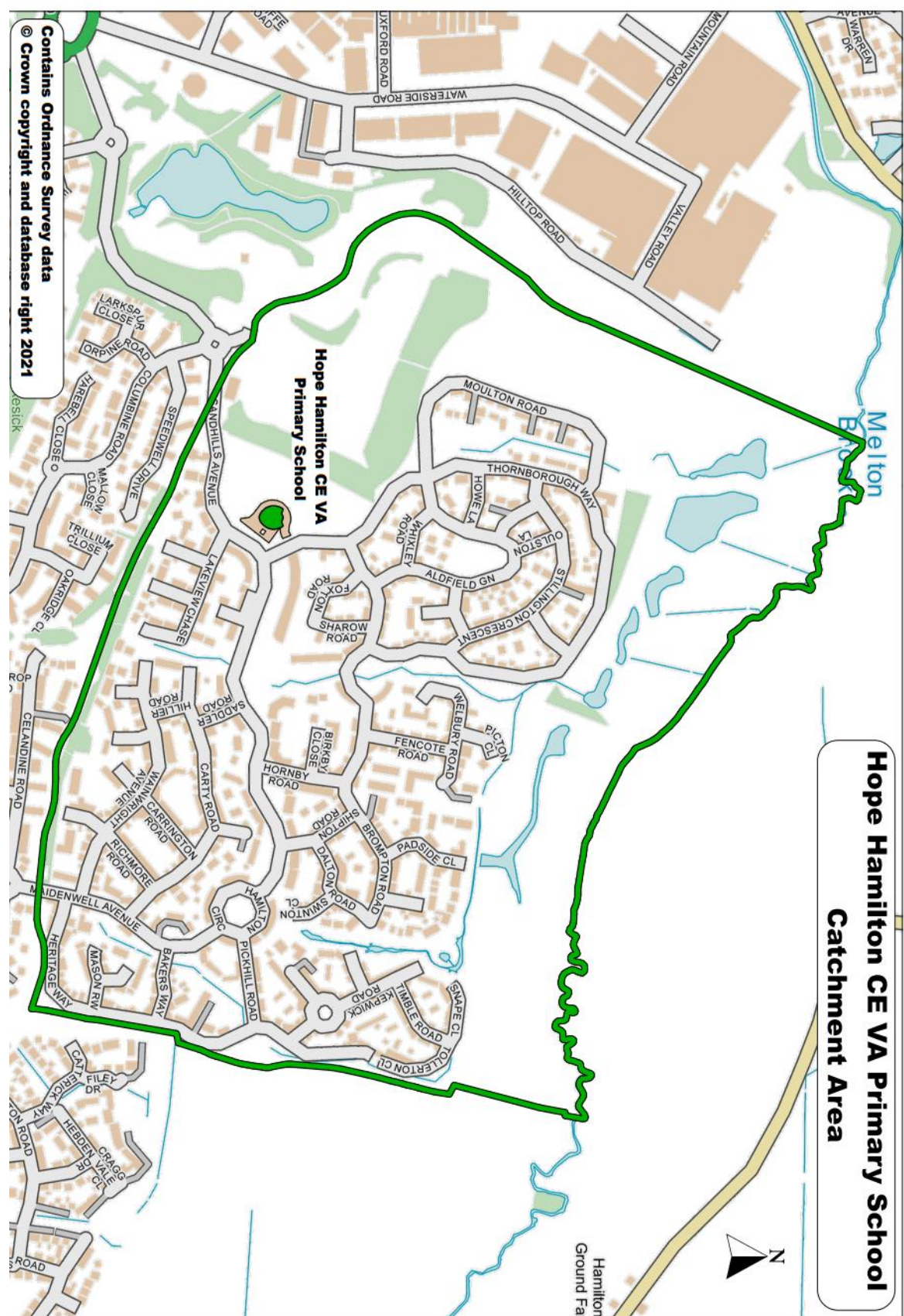
Parents may seek a place for their child outside of their normal age group: for example if the child is gifted and talented or has experienced problems such as ill health. Requests must be made in writing to the Headteacher by 31st May 2023.

Children with an Education and Health Care Plan (EHCP) and Fair Access Protocols

Hope Hamilton CE Primary School does not allow the refusal of admission because it is believed that the school cannot cater for the child's special educational needs. Pupils with special educational needs but no EHCP are dealt with through the normal admissions policy, and schools cannot refuse to admit

a pupil because he/she does not have an EHCP or is being assessed for an EHCP. All schools are required by section 324 of the Education Act 1996 to admit to a school a child with an EHCP of Special Educational Needs or EHCP that names the school. This is not an oversubscription criterion and schools must admit EHCP children whether they have places or not.

Hope Hamilton CE Primary School does not allow the refusal of admission because the pupil may disrupt the education of other pupils, but will consider exceptions according to the School Admissions Code. The School Admissions Code allows the refusal of places for children with “challenging behaviour” only for those schools able to demonstrate particularly high proportion of children with challenging behaviour or previously excluded children. In such circumstances the Governors must refer the case to the Fair Access Protocol. Any child identified under the protocol will be admitted, even if the school is full, and before any others on the waiting list.



Appendix 2 – Supplementary Information Form

I wish to apply for a foundation place for my child.

Name of child.....

Child's date of birth.....

Church you attend.....

Approximate date you started attending.....

How often you attend.....

Name and address of church.....

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Name of Vicar/ Rector/ Pastor.....

Contact telephone number.....

Contact email address.....