



THIS POLICY SHOULD BE READ IN CONJUNCTION WITH **LEARN-AT ADMISSIONS POLICY PART 1**

Learn-AT Admissions Policy for applications for first-time admissions in September 2026 and mid-year applications during the academic year 2026-27

Part Two – Hope Hamilton Primary School

This section of the Admissions Policy explains how the overarching Learn-AT policy applies in Hope Hamilton Primary School, including how admissions are prioritised.

1. Introduction to Hope Hamilton Primary School

We believe our school is a place where every child feels special and loved by God for who they are and that every child leaves us feeling they have something unique and special to offer the world in which they grow up.

We have an excellent team of staff who all care for the children as if they were their own. There is a genuine concern that every child feels safe, valued and happy in school. Only then can they learn.

The emphasis is on excellence, excitement and challenge. Children are encouraged to become independent, creative learners who also respect and care for others. We welcome and celebrate the diverse beliefs and backgrounds of the children and ensure that developing their understanding of these is an implicit part of the everyday life of the school so that they can be a real part of building a peaceful future.

Hope Hamilton is a family that eagerly welcomes new members and quickly makes them feel they belong. It is a place in which children are supported to grow and learn in God's love, whilst taking responsibility for and ownership of their learning.

2. Planned Admission Number

The Planned Admission Number (PAN) for first-time admission to Reception in this academy/school is:	60
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3. Criteria for prioritising admissions in Hope Hamilton Primary School

The following criteria, in combination of the order listed, will be used to allocate places if there are more applications than places available:

a	Looked After" children who are: (i) in the care of a local authority or
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	(ii) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Children who were previously "looked after" but either: (i) immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order (In such circumstances a letter from the last Local Authority which the child was in the care of will be required). (i) appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
b	Children who will have an older sibling attending Hope Hamilton Primary School at the same time. Sibling is defined in these arrangements as including natural brother or sister, half-brother or sisters, and legally adopted child being regarded as a brother or sister.
c	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.
d	Children who live in the catchment area of Hope Hamilton Primary School. The child's place of residence is taken to be the parental home. Living in the catchment area does not guarantee a place at the catchment school.

e	Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend Hope Hamilton Primary School . Supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional: • Children in the care of a LA • Children subject to Child Protection Plans • Parents suffering domestic violence (subject to documentary evidence by a lead professional) • A child for whom transfer to the catchment area school would involve attending a different school until (s)he is the right age for transfer (dependent on the child having attended the present school for at least a year) <i>Each case will be assessed on its individual merits by the Local Governing Body, who will make a recommendation to the Trust Admission Committee.</i>
f	Children living nearest to the school. This distance is measured from the centre point of the property to the school's main designated front gate, using a computerised mapping system.



Random allocation will be used as a tie-break in category (e) above to decide who has highest priority for admission if the distance between two children's homes and Hope Hamilton Primary School is the same. In such cases lots will be drawn supervised by an independent officer.

In the event of that there are more applications than places available, Hope Hamilton Primary School may need to ask for proof of the following when applying the criteria for prioritising admissions:

- Address
- Child's date of birth
- Copy of an adoption order, residence order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that (s) he was looked after immediately prior to that order being made.

Significant Change of Circumstances

If a change of circumstances takes place after the closing date for applications but before all places have been allocated, then the change of circumstances will be taken into account within the allocation process.

If a change of circumstances takes place after all places at the school have been allocated the application will be added to the waiting list in a position which reflects the published priority criteria.

Appeals

When an application for a place at this school is unsuccessful, information about appealing the decision can be found here:

Website: <https://www.leicesterdbe.org/schools/admissions-and-appeals/>

Email: officedbe@leicesterdbe.org

Telephone: 07596 855 610

Post: Leicester Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ

Appeal Form Notes

<https://www.leicesterdbe.org/wp-content/uploads/2021/12/APPEALS-FORM-supporting-information-2021.pdf>



Appendix 1

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.....