

ADMISSIONS POLICY - Draft

The Academy has an admission number of 60 in reception for 2017/18 and for years thereafter.

The Academy will accordingly provide for the admission of this number of pupils each year if sufficient applications for entry are received. Where fewer than the published admission number for the relevant year groups are received, the Academy Trust will offer places at the Academy to all those who have applied.

Children are eligible for entry to Reception classes in the term after their fourth birthday. Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. Children become of compulsory school age on the first prescribed day following their 5th birthday: that is 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday). However, places cannot be deferred until the next academic year, unless exceptionally agreed under the policy for entry in a year outside the child's normal age group – see section below. At Harris Primary Academy Coleraine Park, we strongly advise parents choose to send their child at the beginning of the Reception year, to make the most of our induction arrangements, parent workshops and to enable their child to start their learning at school with all other children.

The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year.

Applications for places in Reception should be made on [Haringey's Common Application Form](#). These are accessible on the LA's website and should be submitted in accordance with Haringey's published deadlines for applications (normally early to mid-January before the academic year in which the child is eligible for entry). If you do not live in Haringey, you should name the Academy on the Common Application Form of the borough in which you live.

Where a child is the subject of a Health and Education Care Plan where the Free School is named in the Plan, he or she will be admitted under different regulations.

After the admission of pupils with Health and Education Care Plans, pupils will be admitted according to the following oversubscription criteria.

1. Looked After Children

Looked after children or previously looked after children, who are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). A “looked after child” is a child who is (a) in care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with Section 22 Children Act 1989, at the time of the application

2. Social Medical

Children who the Harris Academy Trust accepts have an exceptional medical or social need for a place at the school.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

3. Brother or Sister

Children with a brother or sister already attending the school and who will still be attending on the date of admission. This category includes foster brothers and sisters, half brothers and sisters, stepbrothers and sisters or adopted brothers and sisters. Parents should note that in all these cases, the brother or sister must be living at the same address as the child for whom the application is being made.

4. Children Who Have Attended the Academy Nursery

Children who have attended the Academy’s nursery for at least a full term prior to entry to reception and qualify for the pupil premium, early years pupil premium or service premium.

5. Distance from the child’s home to the front entrance of the School

Children living closest to the preferred school. Distance from home to the school is measured in a straight line from the post office address point for the child’s home, to the post office address point of the school, supplied by the Royal Mail using a computerised mapping system.

Tie breakers

The tie breaker for all criteria is: children living closest to the school measured in a straight line from the post office address point for the child's home, to the post office address point of the school, supplied by the Royal Mail using a computerised mapping system. The tiebreak for two or more applications that live exactly the same distance from the school will be random allocation using a computerised system.

Children of multiple birth

We will admit the 60th child's twin, triplet etc. if they all apply at the same time. This is because the School Admissions Code allows us to admit such siblings as exceptions to the infant class size limit and operate with classes of over 30.

Waiting lists

The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent/guardian to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- Whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

Arrangements for appeals panels

Parents/Carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code on School Admission Appeals published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents/carers about how the appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process. More information will be available on the School website.