



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Admission to School Policy – January 2020

Introduction

South Gloucestershire Council is the admissions authority for Alexander Hosea Primary School and deals with all admissions to the school.

Aims

- To give children and parents as much information as possible about Alexander Hosea School and the education we provide
- To make each child's start at the school a happy and successful one
- To begin a lasting partnership with parents

Procedures

Children are admitted in reception up to a maximum of 30. If this number is exceeded then the places are allocated by the Local Authority based on the following criteria:

1. Children in public care (looked after) and previously in public care (now adopted, subject to a residence order or special guardianship order)
2. Local siblings
3. Geographical considerations
4. Tie breaker

Tie Breaker

Where it is not possible to resolve allocations to an over-subscribed school by the application of criteria 1-3, any remaining places will be allocated by drawing lots. Lots will be drawn by a Senior Officer of South Gloucestershire Council who is independent of the school admissions process.

Multiple births

Where the last child to qualify for a place is a twin or child of multiple birth, the place will be offered to one child and the other child(ren) considered under the admission criteria as exceptions to the infant class size regulations where relevant.

Children of UK service personnel

The Local Authority and school ensures the needs of these children are taken into account by:

Allocating a school place in advance if the application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering address.

Accepting a Unit postal address or quartering address in the absence of a new home address for applications from service personnel.

Accepting a late application as 'on time' where a notification of posting has been received after the closing date and before the date of exchange of information with other admission authorities.

Considering an application on the criterion of 'local sibling' where another child in the family has been offered a place at the preferred school and the Unit address within the area of Prime Responsibility for the preferred school.

Children of UK service personnel will be offered a place but taking into account the admission number for our school.

Appeals

If a place is not offered at the Parents'/Carers' preferred school there is the right of appeal to an Independent Appeal Panel. If an appeal is unsuccessful there is no automatic right to a further appeal.

Procedures for Reception Year Group Admissions

At Alexander Hosea Primary School children start school in the September before their fifth birthday.

Parents are able to put their child's name down at school expressing an interest at any time (this does not mean a place has been offered). However applications have to be submitted to the Local Authority (LA) by January of the year they are able to start school. These may be done either on-line at www.southglos.gov.uk/admissions or by completing the application form printed at the end of the 'Admission to Primary Schools in South Gloucestershire – A guide for Parents / Carers' document. Parents/Carers are invited to attend an Open Day during September or early October.

There is a separate form if a child has a Statement of Special Educational Needs or an Education Health Care Plan, which will be provided by the relevant Case Officer.

Parents / Carers will be informed of offers of a school place in April, either by email (if applied on line) or post (if applied using the paper application).

Parents / Carers must reply to offers made, by the end of April. (Replies must be sent directly to South Gloucestershire Council).

If a place is not offered at the parents'/carers' preferred school there is the right to appeal to an independent appeal panel. If this is the case, you will automatically be sent details of how to appeal. Pending your appeal, your child will be offered a school place at a lower named preference, if possible, or at an alternative school with a place available. If an appeal is unsuccessful, there is no automatic right to a further appeal.

Parents / Carers must respond to the offer within the given time period. Failure to respond may result in the offer of a place being withdrawn.

Parents/Carers who have been offered and accepted a place are invited to attend a New Parents' Information evening in June. At this time they are also issued with a welcome pack providing relevant information to support their child's induction into school.

Procedures for In-year Admissions and Admissions in other circumstances

Parents/Carers wishing to apply for a place at any time during the academic year 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. Parents are provided with information about the school and are referred to the School's website.

Parents of children already in schools in the area are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason.

An in-year admission application form is available from the School, from the South Gloucestershire website www.southglos.gov.uk/admissions or the Contact Centre on 01454 868008 and should be returned to South Gloucestershire Council's Admissions and Transport Team. Your application will be considered using the admission criteria stated above and parents / carers notified of the outcome of their application normally within 10 days. If offered a place, parents are expected to contact the school within 2 weeks of the offer and this should be taken up within four weeks or it may be withdrawn. Where a place is withdrawn, this will be confirmed in writing.

Children with special educational needs

Children with a Statement of Educational Need or an Education Health Care Plan are placed in schools through the arrangements set out in the SEND Code of Practice and associated regulations and not the general admission arrangements.

Vulnerable children

South Gloucestershire's Fair Access Protocol will be used (available on the Council's website at www.southglos.gov.uk/admissions) to admit vulnerable pupils or those who are hard to place.

Parents are asked to complete a personal information sheet for their child, in addition to other relevant school documentation, prior to admission. The children are provided with a Welcome Pack (available from the school office).

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 administrator requests records from the previous school, including any Child Protection records.

Conclusion

This policy should be read in conjunction with the most recent edition of 'Admission to Primary Schools in South Gloucestershire – A guide for Parents / Carers'.

Significant dates for each academic year's applications and offers are published on our school's website.

This policy will be reviewed annually to meet statutory requirements.

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

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