Hayton C of E Primary School

Admissions Policy
for Academic Year 2028-2029

Introduction

This document sets out the admission arrangements of Hayton C of E Primary School. For the purposes of this policy, the Governing Body is the Admission Authority.

Process

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January 2028.

The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date of 16th April 2028 or the next working day.

Hayton C of E Primary School has a published admission number of 25 pupils for entry into Reception. The school will accordingly admit at least 25 each year if sufficient applications are received. All applicants will be admitted if 25 or fewer apply.

The school will admit any pupils with an Education, Health and Care plan naming the school.

Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children

A "Looked After Child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child" is a child who appears (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Social and Medical Need

Priority will be given in exceptional circumstances to a small number of children (or in some cases a close relative of the child) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.

Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

3. Pupil Premium

Children eligible for the pupil premium including the Early Years pupil premium and the service premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:

- Children eligible to be registered for free school meals and children who have been registered as eligible for free school meals at any point in the last six years;
- Children eligible to receive the Early Years premium; and
- Children whose parent(s) are serving in the regular UK armed forces, the children of regular armed forces personnel who were serving in the past 3 years, or children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

4. Siblings

Siblings of pupils attending the school at the time of application who live within the catchment area (see Criterion 7 below for a definition of the catchment area).

"Sibling" means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

5. Distance from School

Proximity to the school with those living closest to the school having priority calculated by those living closest to the school measured by the shortest walking route by road from the centre of the pupil's home address to the front entrance of the school.

The Governors will use the local authority's computerised Geographical Information System (GIS) to ensure consistency of measurement. The closest addresses will have priority.

The child's home address will be determined by proof of residency by a recognised formal document.

6. Catchment Area

Children living in the catchment area of the school. The catchment area is identified on the map below which you can also view at the School Office:



Tiebreaker

Proximity to the school.

This will be measured by the shortest walking distance by road or maintained footpath or other public rights of way from the pupil's home to the main entrance point of the school using a GIS computerised mapping system.

In the event that two or more children live the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code 2021).

Late Applications

Applications received after the closing date and before the Admission Authority's admission meeting will be placed last in the criteria in which they fall unless the Admission Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence should be provided to explain the late application. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

In-Year Admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

Infant Class Size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school;
b) looked after children and previously looked after children admitted outside the normal admissions round;
c) children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
d) children admitted after an independent appeals panel upholds an appeal;
e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
f) children of UK service personnel admitted outside the normal admissions round;
g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of 31st December 2028. This will be

maintained by the Admission Authority, and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

A child'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. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

School Age

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

Deferred Entry for Infants

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 of 4. However, places cannot be deferred until the next academic year.

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 on their 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 (stating which one), and the reasons for that request. Parents should submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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.

Children of UK Service Personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, we will:

a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.
b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address.
c) not reserve blocks of places for these children.
d) ensure that arrangements in their area support the Government's commitment to removing disadvantage

for service children.

Address Definition

The address is the place where a child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week).

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the Head Teacher (Mrs S Threlkeld-Brown), via admin@hayton.cumbria.sch.uk, within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at www.hayton.cumbria.sch.uk

Enquiries

Please address any enquiries to admin@hayton.cumbria.sch.uk