



School Admissions Policy – September 2023-2024

Introduction

Hill Farm Primary School (the 'Academy') participates in the Local Authority co-ordinated scheme and all deadlines within this should be adhered to by applicants.

For September 2023-24. the Academy's Published Admission Number (PAN) is 60.

2023/2024 Oversubscription Criteria

If there are more applications for a place than there are places available within the Academy's admission number, places will be allocated in accordance with the following criteria and in the order shown below:

Special Educational Needs

All children with an Education Health and Care Plan that name the school will be admitted before all other applicants.

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area served by the Academy, who have a brother or sister attending the Academy, provided that the brother or sister will be of compulsory school age and will continue to attend the Academy the following year.
3. Other children who live in the catchment area served by the Academy.
4. Children living outside the catchment area with a brother or sister who currently attends the Academy, provided that the brother or sister will be of compulsory school age and will continue to attend the Academy the following year.
5. Children by reference to the distance their home is from the Academy in accordance with the definitions section.

If it is not possible to meet all of the requests in any one of the categories described above, the Academy will prioritise the requests by reference to distance.

Definitions

Brothers and Sisters

The Academy see the benefits of children from the same family attending the same school and give priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step brothers, step sisters, half brothers, half sisters and adopted brothers and sisters living at the same permanent address. However, where the Academy is over subscribed no guarantee can be given that places will be available for brothers and sisters.

Distance

If it is not possible to admit all applicants in any one of the categories described above, priority will be determined by the proximity of the child's home to the Academy. A straight line measurement will be made, using a computerised mapping system, from the centre of the child's residence to the centre of the academy site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority.

Where the final place in a year group can be taken by two or more children living an equal distance from the Academy as described above, the Academy will select by drawing lots.

Home address

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required.

Where documentary evidence can substantiate to the satisfaction of the Academy that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

Catchment area

One of the aims of our Academy is to serve its neighbourhood and develop links with the local community to strengthen the Academy and the community. The area served by a school is known as the catchment area and specific details of our catchment area is available at Annex A.

Procedures

Deferred entry into Primary School

Legally a child does not have to be educated until the term after their fifth birthday. Parents may feel their child is young for their age, or there may be other reasons for wanting to delay their entry to school. This is called deferred entry.

In this situation applications for a place should be made in the normal way. The Local Authority will recommend that the parent/carer contact the Headteacher of the Academy to discuss the matter in more detail prior to submitting the application. If the parent/carer then decides to defer entry, a place will be reserved until the child starts as long as they start within the academic year. The place cannot be allocated to another child. Parents/carers cannot assume however that an application for a deferred entry place will be successful. It will be considered alongside all other applications in accordance with the Academy admissions policy.

Part time attendance

Parents can request that their child attends part time until the child reaches compulsory school age.

Applications for children to be admitted into a class outside of their normal age group

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-schooladmission>.

Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

Children currently attending Hill Farm Nursery Class

Parents of children already attending Hill Farm Nursery Class will also need to complete an application form in order to request a place at the Academy. The criteria referred to on page 1 will be applied to all children regardless of whether they are currently attending Hill Farm Nursery.

Nursery children do not automatically get a place in Reception.

Late Applications

The closing date for applications in the normal admissions round is **15th January 2023**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and will only be considered after all those who applied on time.

Waiting Lists

After the initial allocation of places, the Academy will maintain a waiting list until the end of the autumn term (31 December). The Academy will continue to do this for subsequent terms and also maintain waiting lists for other year groups. Applications for inclusion on the waiting list will be ranked according to the Academy's oversubscription criteria as described on page 1.

If places become available, the Local Authority will allocate the places in accordance with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet higher ranked oversubscription criterion.

Waiting lists will remain in operation until the end of the Autumn Term (31 December). Thereafter, parents will be required to register their interest in the Academy at the beginning of each term, otherwise they will be deemed to have withdrawn their interest.

In Year Admissions

The parent(s) or carer(s) of children seeking admission to Hill Farm Primary School should apply for a place by completing a standard admission form, available from the Local Authority. Once completed, the form should be returned to the Local Authority which co-ordinates all such applications, and the Local Authority will notify applicants of the school's admission decisions. If a place is not available in the relevant year group, parent(s) and carer(s) are entitled to appeal against this decision and if an appeal is lodged, it will be heard within 30 school days of the appeal being lodged. The applicant's name will also be placed on the school's waiting list for admission into the relevant year group. Further information on in year admissions is available from the Local Authority <https://www.coventry.gov.uk/school-admissions/primary-school-admissions/5>

Appeals

If you are unsuccessful in obtaining a place at the initial point of allocation, parents have the right of appeal and should contact the Local Authority for the relevant form.

Annex A: Hill Farm Primary School's Catchment Area

Addresses included within Hill Farm Primary School's Catchment Area:

- Alverley Road
- Anley Way
- Ballantine Road
- Bardley Drive
- Bathurst Road
- Beake Avenue (35 - 183 odd and 2 - 196 even)
- Bulwer Road
- Chelmarsh
- Chesterton Road
- Chetton Avenue
- Cheveral Avenue (71 odd and 64 even upwards)
- Chorley Way
- Conrad Road
- Corbet Road
- Dingle Close
- Engleton Road
- Foster Road including Heathcote Court
- Grangemouth Road (1 - 303 odd and 2 - 286 even)
- Hardy Road
- Harry Truslove Close
- Heathcote Street
- Highley Drive
- Holland Road
- Jaguar Close (1-15 con excl 13)
- Keresley Road (1 - 73 odd and 2 - 88 even)
- Kingsford Road
- Kinlet Close
- Middlemarch Road (51 - 321 odd and 76 - 346 even)
- Mossdale Close
- Murray Road
- Poultney Road
- Radford Road (241 odd and 318 even upwards)
- Romsley Road
- Sadler Road (1 - 115 odd and 2 - 96 even) including Greyfriars Court
- Sidbury Road
- Spires Walk (1 - 5 odd and 2 - 8 even)
- St. Augustines Walk
- Tay Road
- Telfer Road (1 - 195 odd and 2 - 176 even)
- Three Spires Avenue (90 even and 63 odd upwards)
- Treherne Road (1 - 109 odd and 2 - 108 even)
- Trimpley Drive
- Villa Road
- Warden Road
- Whaleys Croft
- Witnell Road