



Admission Arrangements for Hackney New Primary School Entry in 2017

Date	Amendment	Made by
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Definitions

In this document the following words and expressions (unless the context requires otherwise) have the following meanings:

Hackney New Primary School – Throughout this document the term ‘HNPS’ refers solely to Hackney New Primary School acting as its own admission authority.

Hackney New School – Throughout this document the term ‘HNS’ refers solely to Hackney New School acting as its own admission authority.

Siblings - Brothers and sisters living at the same address as the child for whom the application is being made. This includes half brothers and sisters, step brothers and sisters who live at the same address.

Hackney Learning Trust – ‘Hackney Learning Trust’ may also be referred to as ‘The Learning Trust’ or ‘HLT’ both names refer to the department within Hackney Council that co-ordinates admission to all primary schools in Hackney as part of the pan-London agreement.

Geographic Information System - The Geographic Information System (GIS) refers to the computer software by which straight-line distance measurements are calculated from Hackney New School’s front gate to the child’s home as provided by the local authority. The address of the front gate is 1 Downham Road, Hackney N1 5AA.

1. Introduction

Hackney New Primary School is a mainstream school, for pupils aged 4-11. The Published Admissions Number (“PAN”) for HNPS in 2017/18 is 50 pupils in Reception.

HNPS will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at HNPS to all those who have applied.

How HNPS Admissions Policies support our Education Vision

We have developed the admissions policies for HNPS in order to facilitate the delivery of our education vision. We believe this will be achieved as a result of the following factors:-

- a) Smaller class sizes in a smaller school will help to maintain a feeling of home from home and manage personal learning pathways
- b) Children will be admitted, in the case of over-subscription, on the basis of proximity, thus establishing HNPS as a local school

Our admissions policy will comply with all elements of the Schools Admissions Code and admit children of all abilities from the local area.

2. Process for Applications

Admissions Process

HNPS is part of the pan-London admissions process, coordinated by Hackney Learning Trust. Places at HNS will be offered via the eAdmissions form. HNPS will appear in Hackney Primary Schools Guide and its own marketing activities and prospectus.

Timetable

HNPS will use the following approximate timetable for its annual admissions process:

Timetable as agreed with Hackney Learning Trust for 2017 intake	
Date	Event
1 st September 2016	Open date for applications
15 th January 2017	Closing date for applications
18 th April 2017	Parents receive an offer by email from HLT confirming the offer. Those on the waiting list will be notified by email.
2 nd May 2017	Deadline for confirming acceptance of offers to HLT
Post April 2017	HNPS will manage its waiting list in conjunction with HLT for late applications and those not successful in the first round

3. Special Educational Needs

Children with a Educational Health & Care Plan that names HNPS will be admitted.

4. Oversubscription and Tie break Criteria

When HNPS is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order or special guardianship order.¹
2. Children subject to a Child Protection Plan.²
3. Siblings of children at Hackney New Primary School
4. Siblings of children at Hackney New School
5. Children with a social or medical need. In order to be considered under this criterion applicants must produce a supporting report from either a Senior Social

¹ Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship orders) (see the definition in Section 22(1) of the Children Act 1989).

² A child subject to a child protection plan is one who has been deemed to be at risk from significant harm following a section 47 enquiry and child protection conference.

Worker or medical practitioner setting out why HNPS is the only appropriate setting for the child.³

6. Pupils living nearest to the gates of Hackney New School on Downham Road as measured in a straight line using a GIS computerised batch distance measuring system.

In the event of a tie-break between two or more applications after applying the first 5 over-subscription criteria, the Admissions Authority will prioritise according to Criterion 6, i.e. distance to the school. For the purpose of calculating distances, the address is identified by using the property geographical references as determined by the borough Council in which the child lives. In the case of a number of addresses being equidistant from the school the children's ranking will be determined by random allocation administered by an independent person from HLT.

If you are applying for places for twins, or children from a multiple birth, and there is only one place available at the school, the school will use tie-break criteria to determine whether the siblings or other applicants get the final places.

5. Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

6. 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 the academic year. This list will be maintained by the Academy Trust and it will be open to any parent 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.

7. Deferral based on compulsory school age

Children offered a place at the school based on their school year but who are not ready to start school in September have two options:

1. Parents can request a deferral of entry until the child reaches compulsory school age; and

³ This report must show why the child should be given a place at the school and should be received by the school by 4 March 2016. Very few children are given priority under this criterion. A letter will be sent dated 18 April 2016 with the outcome of the application, but not the reasons why priority was or was not granted. Contact the Admissions Team for the reasons of the decision.

2. Parents can request their child takes up a place part time but not beyond the point at which the child reaches compulsory school age and not later than the first day of the final term in that academic year. Parents must make such requests in writing to the school before 31 May 2017. HNPS, like all state schools cannot refuse *requests* for deferral of entry even if requests are made after this date.

8. Admission of children outside their normal age range

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer-born child may choose not to send that child to school until the September following their fifth birthday; requesting that they are admitted out of their normal age group – to reception rather than year 1. Parents should follow the same application process in this case.

The process for requesting admission outside of normal age range is as follows:

1. Parents should send a written request for admission outside of normal age range to the school at the point of application i.e. before applications close on 15th January 2017. We ask that this written request gives as much as information as possible in support of your request. For applications relating to summer born children, we also ask that parents complete the request form in Appendix 1 and submit it with their request. Without this, we are unlikely to be able to make a decision based on the circumstances of the case.
2. The school's admissions group will consider your request and respond to you in writing outlining the reasons for our decision by Friday 12th February.

For application to defer entry for a child who is summer born, the above procedure should be followed:

1. If a request is agreed, the application for the normal age group may be withdrawn by parents before a place is offered. If the request is refused, parents must decide whether to accept if an offer of a place is made for the normal age group, or to refuse it.
2. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

Please note the following important points:

Where an admission out of age range for is agreed by the school for the following year, this is not a guarantee of a place. In the event of over-subscription in the following year, the over-subscription criteria outlined in the following year's policy will be applied.

No other admissions authority is bound by any decision made by Hackney New Primary School.

For more information, please see the Schools Admissions Code, 2014⁴ and Guidance to the Code.⁵

9. Appeals Process

Parents will have the right to appeal to an Independent Admissions Appeals Panel ("IAAP") against the admission decisions by HNPS. The IAAP will consist of three members, including a chairman. Appeals by parents must be in writing setting out the grounds for the appeal. The appeals form will be made available on the HNPS website from April 2016. Completed appeal forms must be sent to: Hackney New Primary School Applications-Appeals, c/o HNS, 1-9 Downham Road, N1 5AA. All appeals received will be organised within 40 school days. Any appeals received after 31 May 2016 may not get heard until the following term.

⁴https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

⁵https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf

APPENDIX 1

Request form for admission out of age range for summer born children

This form is for parents of summer born children (children born between 1 April to 31 August in any year) seeking approval for their child to be admitted out of their normal age group. If approved, you will be entitled **to apply for a place** for your child to start Year R when he/she reaches compulsory school age (i.e. the term following their fifth birthday).

Parent/guardian's full name:

Address:

.....Post code

Daytime telephone number:

E-mail address:

Child's full name:

Date of birth: day month Year

Gender: Male / Female (*delete as applicable*)

Is your child currently in receipt of early years provision: YES / NO (*delete as applicable*)

Name of early years provider:

Number of hours attended:

Was your child born prematurely? YES / NO (*delete as applicable*)

If yes, please provide your child's due date: day month Year

Please explain on the following page why you consider an admission out of normal age range is in your child's best interests. If you wish to provide any professional evidence to support your request, please attach it to this form.

Communication and language reasons:

Personal, social and emotional reasons:

Physical reasons:

I confirm that the information provided on this form is true and accurate.

Please return your completed form, along with any additional documentation you wish to be considered, to: Hackney New Primary School, 1-9 Downham Road, London N1 5AA.

Signed: Date: