



Harris Primary Academy Coleraine Park

Admissions Policy



Aim

The aim of this policy is to ensure that families understand how to apply for a place at our Academy and how places are allocated in a fair and transparent way.

Legal and Safety Requirements

We follow the DfE statutory guidance for admissions outlined in the School Admissions Code December 2014.

As a Harris Academy, our Academy Trust is our admission authority, overseeing everything relating to admissions. We therefore have the authority to 'set' an admission number for each year group. At HPACP we have the capacity to take 60 children in each year group, however, this number can be reduced or increased with agreement from the governors, if it is in the best interests of a particular year group or the school in general.

Organisation of Admissions

Admissions to the academy are organised in two groups

1. Normal Admissions: Those applying for a place for a Reception child to start in September
2. In-Year Admissions: Those applying for a place in any other year group, at any time of the year.

In order to obtain a place at the school a written application must be made.

	Normal Admissions	In Year Admissions
Application Form	All parents must complete the Local Authority application form, (even if your child is currently in nursery). This is available on line, naming HPACP as their first preference.	HPACP application form. Attached to this policy.
Deadline for sending the application form.	15th January for a place in Reception for the September of the same year.	No deadlines. Places can be applied for at any time for any start date in any other year group other than Reception in September.
Where to send it to?	Haringey Local Authority. This can be completed on line.	Direct to the academy.
What happens next?	<p>Parents must wait until the official offer day around 16th April.</p> <p>The school is informed of those applicants receiving places and parents will be sent a welcome pack inviting them for a school tour, an introductory talk and a 1:1 meeting with the headteacher.</p> <p>Parents and children are invited to a 6-week induction course in the summer term, and the child starts in September.</p>	<p>Parents are invited for a 1:1 meeting with the Executive Principal within 5 days of the application being received.</p> <p>If there are places in the year group, you will be offered a place and your child will start as soon as possible. If your child does not currently have a school, they will be expected to start the next day.</p>

How children are allocated a place.

1. All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) Plan names the academy will be admitted.
2. If we have less applicants than our published numbers per year group, children will be allocated a place immediately.
3. Where there are more applicants than places available, the admissions authority will rank applications in order against our oversubscription criteria

Oversubscription criteria for being offered a place at HPACP

1	Looked After	If the child is 'looked after' by the local authority, or has been previously looked after in foster care or with a guardian.
2	Social Medical	If the child has an exceptional medical or social need for a place in this academy. This would need to be documented by a doctor or independent professional stating why the exceptional medical or social need can only be met by our academy as opposed to any other.
3	Siblings	If the child has siblings, adopted, half-siblings or step-siblings living permanently at the same address.
4	Nursery	If a child attends our nursery.
5	Distance	Children will be allocated places based on how close they live to the academy. Places will be allocated in order of distance measured in a straight line from the home address to the academy, using a computerised mapping system.

Multiple Births

The tie breaker for all criteria is children living closest to the school. If only one place is available and the next child who qualifies for a place is one of multiple birth siblings, we will go over the published admission number to admit the remaining multiple birth siblings from the family.

Deferred Places for Summer-Born Children

If a parent feels that a summer-born child will be disadvantaged by being admitted in the normal age group, parents may request that the admission is deferred until the following academic year.

The HPACP process for handling parental requests

- Parents must complete the application for their child's normal age group at the usual time, submitting **at the same time**, an additional request in writing for admission out of the normal age group.
- Parents are encouraged to secure their statement with advice from nursery professionals or outside agencies, to help demonstrate why it would be in the child's interests to be admitted to reception rather than year one. Developmental and health issues associated with children born prematurely are acknowledged by the Governors and they will take account of the age group the child would have fallen in to if born on time.
- In liaison with the Principal, the Governors will decide whether a child can start out of the normal year group according to the child's individual needs and what is in the child's best interests and will respond to the parents in writing **before the primary national offer day**, specifying clearly their reasons for their decision and allowing parents time to make an informed decision about whether their child will start school before compulsory school age.
- **If agreed**, the current application for the normal age group should be withdrawn before a place is offered and parents must make a new application as part of the main admissions round the following year.

- **If refused**, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday. There are no guarantees. (Note - One admission authority cannot be required to honour a decision made by another admission authority. Parents, should therefore request admission out of the normal year group at all their preference schools).
- Once the decision has been made, HPACP Governors will apply its normal admission criteria/ oversubscription criteria to decide whether a place can be offered in that age group.

Parents who decide not to send the child to school until age five, must understand that the decision about the year group they should be admitted to **at that point** will be in the child's best interests and may not be in the age group outside of the norm.

Where a parent chooses to defer their child's entry to school, the child remains entitled to a funded early education place of 15/30 hours a week (depending on their eligibility) for 38 weeks of the year until they are admitted to school.

Although a child has been admitted to school out of their normal age group, in some cases it may be appropriate for a child to be moved to their normal age group. Any decision to move a child to a different age group will be based on sound educational reasons by the headteacher in consultation with the parents.

If children remain outside of their normal age group, parents must again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide; in the child's best interests

Children who defer are assessed **when they reach the end of each key stage, not when they reach a particular age**. The department reports on pupils' performance when they reach the end of a key stage – regardless of age.

Parental appeals and complaints

Parents who are not offered a place at the academy have the right of appeal to an independent admission appeal panel. The appeals process is to consider whether a child should be admitted to a particular school. Parents do not have a right of appeal if they have been offered a place which is not in the year group they prefer (as in the case of deferred entry). However, in deferral circumstances parents may make a complaint about an admission authority's decision. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

Parents may make a complaint if they do not yet know the outcome of, their formal application for a school place. All schools have a duty to consider complaints about the school and must have a published complaints procedure in place. Local authorities will also have a complaints procedure.

Useful Contacts

Harris Primary Academy Coleraine Park Office: 020 8808 2045

Haringey Council Online Application Information 2017: <http://www.haringey.gov.uk/index/children-families/education/schooladmissions/online-admissions.htm> or telephone 020 8489 1000. The Department for Education: <http://www.haringey.gov.uk/index/children-families/education/schooladmissions/online-admissions.htm> or telephone 0370 000 2288.