

**Determined Admissions Arrangements for
Hamstel Infant School and Nursery
For September 2021/22**

Publication: 15th March 2020

For office use – statutory process mapped to timeline: The School Admissions Code 2014 and comments

14 October – 26 November 2019	Consultation as required by the school Admission Code
January 2020	Portico Academy Trust consider consultation and finalise arrangements
28 February 2020	Final Determined Admission Arrangements, Portico Academy Trust sent to the LA
15 March 2020	Hamstel Infant School and Nursery publication on web site of determined arrangements and LA Publication of Composite Prospectus of Determined Arrangements
16 March – 15 May 2020	Window for Objections to the School Adjudicator.
12 September 2020	Final arrangements for 2021 are published by LA in Primary booklet and on school web site.

**Portico Academy Trust for
Hamstel Infant School and Nursery**

Proposed Admissions Arrangements (policy) 2021-2022

The Published Admissions Number (PAN): 120 Reception and 150 year 1 & 2.

Hamstel Infant School and Nursery is an Academy and forms part of the group of schools under Portico Academy Trust. These arrangements are in line with government legislation and guidance (School Admissions Code 2014) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process.

These arrangements apply to all admissions, including in-year admissions, to the main Hamstel Infant School, there is a separate Admissions Policy for Hamstel Nursery.

Applying for a place

Hamstel Infant School welcomes all applications when applying for a place. If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the academy; places will be allocated using the admission criteria below. This will not apply to children with a statement of special educational needs and disability (SEND) or Education, Health and Care (EHC) plans as the statement/plan names the school and therefore the child has to be admitted to the named school. The admission criteria are listed below by the Academy with explanatory notes following:

1. Looked After children and previously Looked After children;
2. Pupils who live in the catchment area who have a sibling attending the Academy or attending Hamstel Junior School;
3. Pupils who live in the catchment area;
4. Pupils who live outside the catchment who have a sibling attending the school or attending Hamstel Junior School;
5. Pupils of the school attending Hamstel Nursery;
6. Pupils of staff at the school;
7. Pupils who live outside the catchment area served by the school.
(for all criteria, catchment area map and additional information please see explanatory notes and map below)

Explanatory Notes

Parents must make a separate application for transfer from Hamstel Nursery to Hamstel Infant School and from Hamstel Infant School to Hamstel Junior School. Parents must complete a Southend-on-Sea Common Application Form (CAF) for applications for Year Reception between 14th September and 15th January. Pupils cannot be considered under the admissions criteria unless an application has been submitted.

Pupils in public care and children that were previously in public care

Any reference to 'Looked After children' refers to children who are in the care of Local Authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is 'a child in public care at the time of application to the school'. Any reference to 'previously looked after children' means children who were adopted (or subject to child arrangements or special guardianship orders) immediately following having been looked after. Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking.

Pupils with Education, Health and Care Plans

All children whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on

http://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educati

[onal needs](#)

<http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page>

Distance:	In the case of over subscription in any one category “straight line” distance will be used to measure the distance between the pupil’s home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority’s computerised measuring system. The pupils living closest will be given priority. If the pupil’s home is a flat the distance will be measured to the main external entrance to the building.
Tie-Break	To be used to decide between two applications that cannot otherwise be separated: If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling, both children will be offered and the sibling will be an ‘excepted pupil’.
Distance where parents have separated	<p>The distance is measured the same for all applications. The primary admission booklet provides further details, in summary,</p> <p>Only one application can be received. The Academy or LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:</p> <ul style="list-style-type: none">• an application is made that both parents agree to; or• written agreement is provided from both parents; or• a court order is obtained confirming which parent's application takes precedence’. <p>Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child’s normal place of residence is applicable for the purposes of the application.</p>
Siblings	<p>Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or adopted sister, living at the same address, who attends the school or Hamstel Junior School at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.</p> <p>In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.</p>
Pupils of staff at the school	<p>Children will be ranked in this admission criteria if they are children of staff at the school in either or both of the following circumstances:-</p> <p>(a) where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager, Finance Manager/Bursar/School Business Manager or SENCo) that has been employed at the school (for infant and junior schools it will be staff at either school) for two or more years at the time at which the application for admission to the school is made,</p> <p>and/or</p> <p>(b) the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage.</p>
Over and Under age applications (including children admitted outside normal	<p>Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. All other in-year applications for over or under age will be handled in line with the School Admissions Code 2014, 2.17 (a & b).</p>

age group)

Such requests for Schools in Southend-on-Sea are made directly to the Academy and the Academy advises the LA of their decision. Requests for Year Reception must have been submitted by the parent and considered by the admission authority before the closing date for applications 15th January for Year Reception of any given year. Hamstel Infant School would ask parents to submit a full request with any relevant documentation and the school would make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- the parent's views;
- 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.
- They must also take into account the views of the Headteacher of the Academy concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014).

In circumstances where a child transfers from another school already 'outside of normal age group', the Academy will support any over or under age application where the above has been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

Admission of children below compulsory school age and deferred entry to school.

Most children start school on a full time basis, however parents can request that their child attends part time until reaching compulsory school age (the term after their 5th birthday). Once parents receive an offer and accept a place for their child during the normal admission round they can ask to defer the admission until later in the same academic year. The Academy will aim where possible to accommodate these requests where it appears to be in the best interest of the child. Parents wishing their child to attend part time must discuss this with the Headteacher of their allocated school. The term 'approved deferred' means that the place is held open and is not offered to another child and the parents must take up the place full time by the start of the Summer Term in April. Part-time agreements should include core teaching.

In the case of children born prematurely or the late summer months parents may request admission outside the normal age group. There is no statutory barrier to children being admitted outside their normal year group (DfE Guidance, Dec 2014). Due to the impact on future years for a child's schooling, requests to delay admission are very carefully considered by both the admitting authority and the parents. The decision to admit outside of a child's normal age group is made on the basis of the circumstances of each case. Any decision will seek a decision in the best interest for the child and be considered by the Headteacher/SLT.

Such requests are made initially informally in discussions with the Head Teacher and where parents wish to proceed with the request a written letter with any relevant documentation should be provided to the Head Teacher.

Parents submitting a request for admission outside the normal age group must also complete the Single Application Form during the main admission round, 14th September – 15th January for the 'usual age group for their child'.

Pupils of the Nursery

Children will be ranked in this admission category if they are on roll in Hamstel Nursery which is part of the school during the year before admission for Year Reception. In regard to the main round children must be part of Hamstel Nursery before the application closing date of 15th January of any given year. This is to enable the admission authority to rank applications accordingly. Children admitted to Hamstel Nursery after 15th January will be ranked under these criteria after the national offer day (16th April). This criteria will not be relevant for in year admissions into Year 2

Home Address

For all applications the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 15th January (Year Reception). Changes to address will be updated after all on time applications have been processed.

Waiting lists

Children's names will automatically be on the waiting list for the full school year where a place at the school has been refused and the school is a higher preference than what has been offered. Waiting lists are held for the full school year and parents must re-apply in the Summer term for the next school year if they wish to be added to the waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

In-year applications

As permitted by law parents can make an application at any time to any school outside the normal admissions. Parents can submit applications to the Admissions Team at the Council. Where places are available at the Academy places will be offered. Where there are no places applicants will be refused and have the opportunity to join the waiting list for the school. Waiting lists are ranked according to the admission criteria.

Appeals

Parents have the opportunity to appeal against the refusal for the Academy where they do not receive an offer. Parents can submit an appeal by completing the appeal form on the Southend-on-Sea Borough Council website. The council forwards the appeal form to the Academy.

Catchment areas

A look up postcode list is available on www.southend.gov.uk/admissions and an illustrative map is provided below.

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the Borough of Southend-on-Sea.

