



QUEST
Hindley Green Community Primary School
Admission Criteria for 2024-25



Admission number: 60

Oversubscription criteria

Where the school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to pupils who have an Education, Health and Care Plan which names the school:

1. Children in public care and previously looked after children.

This includes any “looked after child”, “previously looked after children” and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. “Looked after” means that the child was (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. Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, child arrangements order or special guardianship order.’

This criteria also includes looked after children and all previously looked after children who appear to the Trust Board of Directors to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

2. Children whose older brothers or sisters attend the school and will still be there at the time of admission

3. Children who live closest to the school.

Tie-breaker

If at any stage there is a tie for a place, the decision will be based on distance from school. This will be measured by a straight line distance from the home address to the main entrance using the Local Authority measuring system.

When considering your child’s application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parents’ address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights, for example (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, parent will be asked to provide proof of the address registered with the child’s GP. We may ask to see additional forms of evidence of your home address (photocopies are acceptable).

If we offer the last place available at a school to one of twins (or triplets, or so on), our policy is to admit the other twin or triplets too.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases we will use a system to randomly pick who will be offered a place.

Notes to the oversubscription criteria

Child's home address

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, parent will be asked to provide proof of the address registered with the child's GP.

We may ask to see additional forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
- your television licence
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

Brothers and Sisters

We will include:

- ◆ Half-brothers and half-sisters;
 - ◆ Stepbrothers and stepsisters; and
 - ◆ Foster brothers and foster sisters;
- who live at the same address as part of the same family unit.

Children with a statement of special educational need or education health and care plan

Children with a statement of special educational need or education health and care plan which names the school will be offered a place without using the oversubscription criteria. This is a legal requirement.

Late applications

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.

Nursery Applications

If your child goes to a nursery attached to the school:

- ◆ They do not have an automatic right to a place in a reception class at the school
- ◆ You must send in your application form or apply on-line by the closing date for applications.

Deferred Entry

Where parents wish, they can defer the date their child is admitted to the school until later in the school year or until the child reaches compulsory school age in that school year.

Part-time Attendance

Where parents wish, their child can attend part-time until the child reaches compulsory school age.

Waiting lists

Places may become available at the school after the offer date. We will:

- ◆ Put all children who we refuse a place on the waiting list for the school;
- ◆ Keep the list in priority order, decided by the oversubscription criteria for the school only;
- ◆ Offer any place that become available to the next child on the waiting list; and
- ◆ Maintain the waiting list until 31st December 2023.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

A decision is made on the basis of the circumstances of each case. The process is as follows:

Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

Stage 2 – decision

Requests for Hindley Green Community Primary School will be referred to the school to be considered. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group

- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the school to consider.

Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the school.** Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where a child has been educated out of their normal age group, the parent may 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 whether to admit the child out of their normal age group.

Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain under the Academy Trust's complaints procedure.