



## ADMISSION POLICY FOR 2024/2025

### Handale Primary School

There are no changes to the school admission policy for 2024 / 2025. Where there are more applications for a school than there are places available places will be allocated using the over subscription criteria.

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Data Protection Act 2018
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England)
- Regulations 2008
- Equality Act 2010
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 & The Equality Act 2010 (Specification of Relevant Welsh Authorities) Order 2011
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- School Admissions (Appeal Arrangements) (England) Regulations 2012
- School Admissions (Infant Class Sizes) (England) Regulations 2012
- Education (Wales) Act 2014

The following documentation is also related to this policy:

- School Admissions Code (DfE)
- School Admissions Appeals Code (DfE)
- School Admissions Code (Wales)
- School Admissions Appeals Code (Wales)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We are aware that the Brexit transition period ended on 31 December 2020 and, therefore, UK organisations that process personal data must now comply with the:

- DPA (Data Protection Act) 2018 and UK GDPR (General Data Protection Regulation) if they process only domestic personal data;
- DPA 2018 and UK GDPR, and the EU GDPR if they process domestic personal data and offer goods and services to, or monitor the behaviour of, EU residents.

We wish to comply with the School Admissions Code of Practice. Annually we will publish the admission number for this school but there are times when this number will change in line with local authority and government statutory guidance.

We will consider all applications for admission as we are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We will admit any child with a statement of special educational needs that names this school and whose needs we feel we can meet.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

#### Aims

- To comply with the School Admissions Code of Practice.
- To establish and maintain a fair and open admissions policy.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy

#### **Handale Primary School Admissions criteria:**

1. Children who are looked after by the Local Authority  
Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children's Act 1989). The local authority has also adopted the definition of Looked After Children criteria as per the new School Admissions Code 2021 which came into force at the start of the 2021-22 Academic year. The local authority has also adopted the definition of Looked After Children criteria as per the new School Admissions Code 2021 which came into force at the start of the 2021-22 Academic year.
2. Priority will be given to the admission of pupils' resident within the school's designated catchment area whose parents have expressed this preference if the admissions number of the school has not been exceeded. If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child. You may be asked to provide proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.
3. In the event of over-subscription from within the school's designated catchment area, the following sub-criteria will be applied to prioritise admissions:

- a. children recommended for admission on medical grounds, supported by a Medical Officer or psychological or special educational needs reasons. These must be confirmed by the Local Authority's professional advisers.
  - b. children who have older siblings at the school at the date of admission will be admitted in preference to those who do not; Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
  - c. Children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the Authority's professional advisors.
  - d. where there is more than one case as in (a), priority to be assessed on the basis of those children closest in age to the elder siblings already at the school at the date of admission;
  - e. after taking account of categories (a) to (d), priority will be based on closeness to the school.
- 4 When considering whether a child lives in a school's catchment area, the address considered is that of the parent or legal guardian, irrespective of a family's domestic arrangements, i.e. the address of another relative or childminder etc. must not be given. In certain cases it may necessary to provide evidence relating to the child(ren) in question, to show the home address of the child(ren).
  - 5 Subject to class size and other requirements, pupils' resident outside the school's catchment area will be admitted if the admissions number of the school has not been exceeded. The event of over-subscription from outside the catchment area of the school, the sub-criteria described at (a) – (d) above will be applied to prioritise admissions

#### **TIE BREAK**

In the case of a tie break in category (v) the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

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#### **LATE APPLICATIONS**

Forms received after the closing date will be dealt with after all the other applications unless there is a good reason for their lateness, e.g., if a family moves into the area. In these cases the application can be considered along with all of those that came in on time providing the allocation of places has not already been completed.

#### **WAITING LISTS**

Waiting lists for Reception will be maintained until the end of the Autumn Term 2024. Any places that become available will be allocated in accordance with the published oversubscription criteria.

### **Admission Numbers at Handle Primary School**

Admission numbers are set with regard to the assessed capacity of schools. However, these numbers may vary dependent upon future plans and developments which impact on the physical capacity of the schools. The following indicated admission numbers are based on the assessed net capacity of schools at the present time.

<b>School</b>	<b>Admissions Numbers 2024/2025</b>
Handale Primary School	49

Headteacher: Mrs Nicola Padgett

Date: September 2023

Chair of Governors: Mr Daren Fowler

Date: September 2023