



**Keep Hatch**  
Primary School

# Keep Hatch Primary School

## ADMISSION POLICY

**For the academic years 2021/22 and 2022/23**

Keep Hatch Primary School is an Academy, serving the children of the local community. We warmly welcome children and families from all faiths and from none. We are part of the Frays Academy Trust, and the ethos of Keep Hatch Primary School is founded on the principles of respect for one another, self-discipline and honesty in line with the principles of the Trust.

Keep Hatch Primary School is a part of the Wokingham Borough Council co-ordinated admissions process and parents should apply for a Reception place using this process through their home borough.

All children whose statement of special educational needs or Education Health Care Plan names Keep Hatch Primary School will be admitted.

**Published Admission Number (PAN):** There are 60 places available in Reception each year.

### **Oversubscription Criteria**

Children with Educational Health and Care plans that name Keep Hatch Primary School will be admitted to the school. In the event that there are more applicants than places available, all places will be allocated on the basis of the following oversubscription criteria, which will be applied in this order:

- 1.** Looked after children (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to the Governing Body of Keep Hatch Primary School to have been in state care outside of England and ceased to be in state care as a result of being adopted (variation as per Schools Admissions Code 2021 – dated 1 July 2021)
- 2.** Children with documented acute medical or social needs, where written evidence from an independent professional (*see notes and definitions – page 4*) details their need for a place at Keep Hatch Primary School and the difficulties that would be caused if they had to attend another school. Details must be provided at time of application.
- 3.** Children who have a member of their immediate family with documented acute medical or social needs, where written evidence from an independent professional (*see notes and definitions – page 4*) details their need for a place at Keep Hatch Primary School and the difficulties that would be caused if they had to attend another school. Details must be provided at time of application.
- 4.** Children whose permanent home address is inside the school's designated area and who has a sibling who is expected to be attending the school when the child is due to start (*see notes and definitions – page 4 and attached map*)
- 5.** Children whose permanent home address is inside the school's designated area (*see attached map*)
- 6.** Children whose permanent home address is outside the school's designated area (*see attached map*) but has a sibling who is expected to be attending the school when the child starts (*see notes and definitions – page 4*)
- 7.** All other children

Priority will be given within each of the above oversubscription criteria to the applicant whose permanent home address is nearest to Keep Hatch Primary School based on the distance as measured by Wokingham Borough Council. In the event of a tie due to the exact same distance measurement when only one place is available, allocation will be made by random allocation i.e. drawing of lots. This will be done in the presence of an independent witness.

### **Multiple Births (twins, triplets etc) or children with birth dates in the same academic year**

Where the application of the oversubscription criteria results in splitting siblings from a multiple birth places will be offered even if this results in the school going over the Published Admissions Number (PAN).

Where the application of oversubscription criteria results in splitting siblings with dates of birth in the same academic year, places will be offered even if this results in the school exceeding PAN. However, when places are allocated for Reception the school must not breach infant class size legislation of 30 children to 1 qualified teacher. In this instance, parents will be offered the option of splitting the children or accepting multiple places in a lower preference school.

### **Waiting List**

If Keep Hatch Primary School cannot offer a place, parents will be offered the opportunity of placing a child's name on the waiting list. Wokingham Borough Council will maintain this waiting list on behalf of the school for one year in the order of the oversubscription criteria and not in the order in which the applications are received. Please note that the list will be re-ordered in accordance with the oversubscription criteria whenever a child leaves or is added to the waiting list. Therefore, it is possible a child may move up or down the list. Please contact the Council's School Admissions Team on 0118 974 6000 if you require assistance in this regard.

### **Children below compulsory school age**

Parents/carers can request that their child attends on a part-time basis until they reach compulsory school age (*see notes and definitions – page 4*), or that the date that their child is admitted is deferred until later in the academic year when they reach compulsory school age.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence from a relevant professional provided by the parent (*see page 5 for more information*)

Where a parent considers that their summer-born child (*see notes and definitions page 4*) will not be ready to start school in their chronological year group and would like their child to work a year behind, such requests must be submitted along with their application for the normal age group. This ensures that if the request is refused, the child's application for a place in the chronological year group is not disadvantaged. The parent will be fully informed of the implications of making such a request.

If the request is agreed then the parents must reapply the following year as part of the normal Reception allocation process. If such a request is refused, parents must decide whether to accept the place offered for the normal year group, or refuse it and apply for a place in Year 1 for the September after the child's 5<sup>th</sup> birthday.

### **In-year Admissions**

Parents wishing to apply for a place at Keep Hatch Primary School, other than September start in Reception, should complete the School's application form and return it to Wokingham Borough Council for assessment and a place will be offered if available. If a place is not available, parents will be given the option of being placed on a waiting list. Details of all in-year applications will be shared with Wokingham Borough Council.

### **Children of UK Service Personnel or Crown Servants returning from Overseas**

Families of UK service personnel with a confirmed posting to this area or Crown servants returning from overseas to live in this area can make an application, and be offered a school place (should a place be available), in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address. Should the required Year group be full, then the applicant will be added to the waiting list based on the future address supplied and verified.

### **Appeals**

Parents have the right to appeal to an Independent Appeals Panel and the Appeals process is managed by Wokingham Borough Council. In order to proceed with an appeal, you need to have a letter/ email from the Local Authority which refuses your child a place at the school. Please provide a copy of this and send in with the appeal form. Please contact the Council's School Admissions Team on 0118 974 6000 if you require assistance in this regard.

Parents do not have a right of appeal if they have been offered a place but it is not in their preferred year group.

### **Withdrawal of Places**

If the school and/or Academy Trust are given false or misleading information, the Academy Trust reserves the right to withdraw the offer of a place to the child.

### **Notes and Definitions**

- Wokingham Borough Council coordinates admissions on behalf of schools in the borough for Reception applications.
- 'Independent professional' includes doctor, hospital consultant or psychologist for applications received under medical grounds, and registered social worker, care worker, housing officer, police or probation officer for applicants made based on social needs.
- Siblings must be living in the same household as the applicant and attending Keep Hatch Primary School at the beginning of the term in which the younger child is due to start full-time education. The term 'sibling' includes brother or sister, half brothers and sisters, step-brother or sister, adopted or foster children but does not include any other relationship to the applicant. 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 is also included. Cousins or childminder's children with whom the child may have grown up do not qualify. We reserve the right to ask for proof of sibling relationships.
- Distance will be measured in a straight line from the applicant's home address to the school, using a Graphical Information System which is based on Ordnance Survey data, with those living closer to the school receiving higher priority. In the case of two children having the same distance random allocation will be used. The grid reference of the measurement point for Keep Hatch Primary School is Easting – 481957 and Northing – 169344.
- Proof of address will be required on application.
- A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> August.

### **The process for requesting admission of children outside their normal age group**

1. Parents write into the Headteacher, requesting their child to be considered outside their normal age group with reasons to the request and any supporting documentation.
2. A meeting to be convened between the Headteacher and the parents to discuss the matter.
3. A report to be compiled to the Executive Headteacher including:
  - a. The views of parents.
  - b. The views of the Headteacher.
  - c. Information about the child's academic, social and emotional development submitted by the parent.
  - d. Any medical history and supporting documentation. Information about whether the child had previously been educated out of their normal age group.
  - e. Information as to whether the child may have naturally fallen into a lower age group if it were not for being born prematurely.
  - f. The Academy Trust may choose to seek professional advice according to the nature of the reasons for the request
4. The Executive Headteacher will make a decision on the above and in the best interests of the child.
5. The Headteacher will inform parents of the decision.

This policy, dated January 2021, was written with reference to 'Schools Admissions Code', Department of Education December 2014 and 'Advice on the admission of summer born children', Department of Education December 2014.

### Primary School Designated Areas Wokingham Town Neighbourhood



This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

Areas not identified may be part of the designated area of a Voluntary Aided school or Academy. Voluntary Aided schools or Academies are shown in blue for information only - please refer to the policies later in the guide.

