



# Keep Hatch Primary School

## Keep Hatch Primary School

### ADMISSION POLICY

For the academic year 2026/2027

This policy should be read with notes and definitions on page 5.

Keep Hatch Primary School (the “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 (the “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.

The Trust is the admission authority and has delegated responsibility for admissions to the Local Governing Body of this School. Wokingham Borough Council, the local authority, undertakes the co-ordination of admission arrangements during the normal admission round and also for in-year admissions.

The Local Governing Body has set its Published Admission Number (“PAN”) at 60 pupils for the Reception year in the school year which begins in September 2026.

The Local Governing Body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the School’s PAN.

#### 1. Pupils with an Education, Health and Care Plan<sup>1</sup>

The admission of pupils with an Education, Health and Care Plan (“EHCP”) is dealt with by a completely separate procedure by the local authority which maintains the EHCP. Children with an EHCP that names the School must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

#### 2. Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

- 1) **Looked after**<sup>2</sup> and **previously looked after** children. This includes those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see Note 1 below).

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<sup>1</sup> An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

<sup>2</sup> For definitions in bold text see Notes section at the end of this policy.

- 2) Children of any member of **staff** of the School,
  - a) Where the member of **staff** has been employed at the School for two or more years at the time at which application to the School is made; and/or
  - b) The member of **staff** is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 3) Children with documented acute medical or social needs, where written evidence from an **independent professional** 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) All other children, based on the proximity of their home address to the School, with priority being given to children living closest to the School.

Within each of the categories listed above, the attendance of a **sibling** at the School at the beginning of the term in which the applicant child is due to start full-time education will increase the priority of an application within each category above so that the application will be placed at the top of the category in which the application is made.

### 3. Tie Break

Priority will be given to children living closest to the School. Distances are calculated on the basis of a straight line as measured by the local authority's Geographical Information System from the main entrance to the child's home (including the community entrance to a block of flats) to the main entrance of the School. The grid reference of the measurement point for Keep Hatch Primary School is Easting – 481957 and Northing – 169344.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the School. All the names will be entered into a hat and the required number of names will be drawn out.

### 4. Child's Home Address

The child's home address will be the address at which they live and sleep with their **parent** for more than 50% of their time from Sunday night to Thursday night inclusive during term time at the application deadline on 15 January 2026. If there is a disagreement about this due to shared residency arrangements in the case of separated parents, the address used will be the address where the child is registered with their GP at the application deadline, subject to any court orders in place.

Where there is a query as to whether the home address stated in the Common Application Form is the child's main home address as defined by this policy, parents may be required to provide documentary evidence to resolve the issue.

### 5. Children of UK Service Personnel and Crown Servants

The School will accept applications for the admission of the children of UK Armed Forces Personnel with a confirmed posting in the area of the School, or the children of Crown Servants returning from overseas to live in the area of the School, in advance of them arriving. These children do not have to be living at the stated home address at the application deadline, as all other children do.

The application for admission must be supported by an official letter declaring the relocation date and a Unit postal address or quartering area address, which will be used as the child's home address for the purpose of applying this Admission Policy.

## **6. Application Procedures and Timetable**

To apply for a place at this School in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

You will be advised of the outcome of your application on 16 April 2026, National Offer Day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2026.**

## **7. Appeals**

Information regarding appeal procedures can be obtained from the Trust either by email, [admin@keephatch.wokingham.sch.uk](mailto:admin@keephatch.wokingham.sch.uk) or by phone, 0118 978 4859. Parents do not have a right of appeal if they have been offered a place but it is not in their preferred year group.

## **8. Late Applications**

Late applications in the normal admissions round will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

## **9. Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the School, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age.

Upon receipt of the offer of a place a parent should notify the Headteacher in writing, as soon as possible, if they wish to either defer their child's entry to the School or take up a part-time place.

## **10. Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to Reception rather than to Year 1 in the September following their fifth birthday.

Any such request for a child to be educated outside their normal age group should be made in writing to the Headteacher at the same time as the admission application is made. Applications to delay admission into the normal entry point to the School (i.e. Reception) should be made at the same time as the main admissions round in order to allow time for the request to be considered and the decision actioned, although late applications will be considered. The Local Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child.

In addition to taking into account the views of the Headteacher, including the Headteacher's statutory responsibility for the internal organisation, management and control of the School, the Local Governing Body will take into account the views of the parents, information about the child's academic, social and

emotional development, 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, as well as taking into account the views of appropriate medical and education professionals.

If a request to delay admission to Reception is agreed by the Local Governing Body, parents will need to submit a fresh application in the following year's main admissions round for entry into Reception. Provided the application is received on time, it will then be considered as part of the main admissions round in the normal way (including the application of the above oversubscription criteria where necessary).

### **11. Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year and will be held open until 31 July. Please note that the list will be re-ordered in accordance with the oversubscription criteria whenever a child leaves the School or is added to the waiting list. Therefore, it is possible a child may move up or down the list.

Inclusion in the School's waiting list does not mean that a place will eventually become available.

### **12. In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Wokingham Borough Council coordinates the in-year admissions applications for the Trust and applications should therefore be submitted directly to the Council.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing within 15 school days, and you have the right of appeal to an independent appeal panel (see above).

### **13. Fair Access Protocol**

The School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**The Local Governing Body and/or the Trust reserve the right to withdraw the offer of a place or, where the child is already attending the School the place itself, where it is satisfied that the offer or the place was obtained by fraudulent or intentionally misleading information.**

**Notes (these notes form part of the oversubscription criteria)**

- 1) A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the School.
- 2) A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. This includes those children who appear (to the Trust) 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 outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- 3) **'Staff'** means any staff member of the School.
- 4) **'Independent professional'** includes a doctor, hospital consultant or psychologist for applications received on the basis of acute medical grounds, and a registered social worker, care worker, housing officer, police or probation officer for applications made based on acute social needs.
- 5) **'Sibling'** means:
  - (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters and foster brothers or sisters, living at the same home address as the applicant; and
  - (ii) the child (for whom a place is sought) of a parent/carer's partner where that child lives for at least 50% of the week in the same family unit at the same home address as the sibling.

Proof of a sibling relationship may be required.

- 6) A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child, in accordance with section 576 of the Education Act 1996.