

# Rokeby Park Primary School



## **Admission Arrangements for 2018/2019**

(Adapted from Hull City Council's published admission arrangements for community schools)

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## Admission to Rokeby Park Primary School

### Admission to Nursery

Attendance at our nursery is part-time, for 15 hours per week for all parents (universal funding), 30 hours per week for parents who meet the criteria for extended funding. Session patterns available are: x5 mornings, x5 afternoons or full days (depending on availability). Universal funded sessions will preside over extended funded sessions. Nurseries do not have catchment areas in the same way as schools, so once places are full, the school will signpost parents to other providers.

Admission to Rokeby Park Nursery is determined by the Governing Body.

- ◆ The Nursery is open to all children whether they reside in the catchment area or not.
- ◆ Parents interested in a Nursery place at Rokeby Park are required to register their child with the school office at any time prior to their child's proposed admission date. The school will acknowledge this in writing and the said letter will act as the parent's proof of registration.
- ◆ Registration of interest in no way guarantees a place in the Nursery.
- ◆ Parents are then contacted and offered places for their child, subject to availability.
- ◆ Attendance at our nursery is part-time, for 15 hours per week (universal funding), 30 hours per week for parents who meet the criteria for extended funding. Universal funded sessions will preside over extended funded sessions. Nurseries do not have catchment areas in the same way as schools, so once places are full, the school will signpost parents to other providers.
- ◆ Session patterns available are: x5 mornings, x5 afternoons or full days (depending on availability).
- ◆ Funded places are offered for the child to start in the term after they are 3 years old. 30 hour funded places are offered dependant on the dates of eligibility.
- ◆ Parents choose the sessions they wish their child to attend subject to availability. Parents may also pay for additional sessions if they wish, as long as the school has places.
- ◆ Where the number of registered children exceeds the number of places available, the following criteria will be applied:
  - A place will be offered if a child is resident in the City of Hull.
  - If a child is in the immediate area of the school.
  - Children who will move on to attend this school.
  - Having a brother or sister already in attendance at this school.
  - Children with special needs, children in public care, children with English as an additional language, urgent medical factors, exceptional family circumstances.

New entrants will be offered a place subject to the availability of sessions. The allocation of these sessions will be at the Head's discretion.

Three year olds will not be given preference over four year olds.

When places are available parents may be able to buy extra sessions for children who are three years old before funded places start. This means that a child who is three years old may be able to start nursery in the term they turn three. This will depend on availability of places and allocation of these places will be at the Head's discretion. Parents must pay for these sessions until the Early Years Funding is available (this will start the term after the term in which the child had their third birthday).

### Admission to the school

#### **Background**

Rokeby Park Primary School is a converter academy. Upon conversion, the Academy became its own admissions authority; this means it is responsible for setting its own admissions arrangements.

The Local Authority (Hull City Council) continues to be responsible for coordinating all admissions in their area, and making offers of places.

Further details on how to apply for a school place can be found on the council's website [www.hullcc.gov.uk/admissions](http://www.hullcc.gov.uk/admissions)

#### **Admission Arrangements**

The admission arrangements set out how many children the school will admit and how they will decide which applicants will qualify for places if the number of applicants is more than the number of places available.

For the school year 2018/2019, Rokeby Park Primary School will continue to use the pre published admission arrangements for Hull City Council community schools.

These admission arrangements are detailed below:

An admission number will be published showing the maximum number of pupils that the school will admit in the autumn term 2018. Parents are given the opportunity to express three preferences for a primary school. Published criteria are used to decide which children should be offered the available places. In primary schools an equal preference system operates, whereby the three parental preferences are given equal status. Each preference will be considered equally against the admissions criteria.

The allocation of school places is based on parental preference following the High Court judgement against Rotherham LA. Parents/carers are required to submit applications under the arrangements set out in the coordinated admissions scheme.

Applications for pupils having an Education, Health and Care plan (EHC Plan) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's statement following consultation with the Head and Governors, the governing body are required to admit the pupil.

After the allocation of these pupils, where the number of applications is greater than the remaining places, the following criteria will be applied in the order set out below:

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (see note (v) below).
2. Significant medical factors or exceptional family circumstances (see note (i) below).
3. Being resident in the catchment area of the school (see note (ii) below).
4. Having a brother or sister who will be attending the school at the expected time of admission (see note (iii) below).
5. Geographical, with priority being given to those living nearest to the school (see notes (ii) and (iv) below).

Criteria 4 and 5 will be used as a tie-breaker for other criteria. If the school is over-subscribed from within its catchment area after the allocation of pupils with EHC Plans and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

Notes:

(i) Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional, indicating how a pupil's medical condition relates to the school preference.

Exceptional family circumstances must be supported at the time of application by a letter from a supporting agency (e.g. Social Worker or Family Support Worker), indicating how the circumstances relate to the school preference. These applications will be given consideration under a review procedure in advance of school allocations being made.

(ii) Residence is defined as the normal family address where the child resides. The qualification date is the close date for applications under the coordinated admissions scheme (where families change normal address after the closing date but before the allocation process has finished, this can be considered under the review procedure).

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (e.g. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iii) Brothers and sisters include children with the same natural parents, living at the same address, children with the same natural parents living at different addresses (e.g. due to separation of natural parents), half-brothers/sisters living at the same address, step brothers/sisters living at the same address, children living as part of the same family unit with their parents/guardians at the same address.

(iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

(v) The highest priority must be given to look after (1) and children who were looked after, but ceased to be so because they were adopted (2) or became subject to a residence order (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders of special guardianship orders) immediately following having been looked after.

- (1) A 'looked after child' is a child who is (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 function (see the definition in section 22(1) of the Children Act 1989).
- (2) Under the terms of the Adoption of Children Act 2002. See section 46 (adoption orders).
- (3) Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order setting the arrangements to be made as to the person with whom the child is to live.
- (4) See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order.

**Published Admissions Number**

The school's planned/published admission number (PAN) for 2018/2019 is 30 pupils per year group.

**In Year Fair Access**

This refers to the council's duty to ensure that access to education is secured quickly for children who have no school place and those with challenging behaviour are offered a place at a suitable school as quickly as possible. The council accordingly has a protocol detailing arrangements for the placement of pupils who may be hard to place due to a history of challenging or disruptive behaviour, to other vulnerable pupils who may be at risk of being out of school for periods of longer than 15 days and those pupils who may require a managed move transfer to a new school for the purpose of making a fresh start.

**Pupils moving into the area during the academic year**

Parents/carers moving into Hull during the academic year should complete an 'In Year Transfer Form'. This will allow parents to express up to three preferences, in rank order, for a place at a school and give reasons for their preferences. The completed form should be sent to the Admissions Team, 2<sup>nd</sup> Floor Treasury Building, Guildhall Road, Hull, Hu1 2AB.

The appropriate admissions authority for the schools requested will then consider your request. If a place can be allocated at one school then named on the 'In Year Transfer Form', then the admissions team will allocate a place. Where a place can be allocated at more than one school the admissions team will allocate a place at the school ranked highest on the form. If a place cannot be allocated at any of the named schools, your child will be allocated a place at the nearest school with a place available. Any parent refused a place will be offered their right to appeal against the decision to an independent appeals panel. This is likely to occur when the year group is full.

Review

Admission arrangements are reviewed annually.