

# Honeybourne Primary Academy



Turning Potential  
into Success

## Policy for Pupil Admissions for 2020/2021

This policy is reviewed at least annually by the Governing Body	
Co-Ordinator	Elaine Huntington
Reviewed	1.6.20
Review Date	1.9.21
Governor Link	All Governors

Honeybourne Primary Academy is a community school catering for children aged 4 -11 years (Reception to Year 6 inclusive). We also run our own on-site private nursery. Please ask for our policy on admissions for our Nursery which are dealt with separately.

### **Nursery Admissions**

If you wish to apply for a place in our Nursery, please contact the school as soon as possible so we can let you know if we have space. Places tend to fill up quickly so give us lots of notice.

We can admit children from the age of 2 and up to the year before they start school.

All three and four year olds are entitled to 15 hours of free early education each week, for 38 weeks of the year, from the term following the child's third birthday. We offer places for children in the school year before they start in a Reception class. We also offer places for children in the term following their second birthday, but these sessions are generally chargeable - there are some funded places for 2 year olds: please ask us or the Local Authority and we can talk this through with you. We also accept 30 hour funding for those eligible.

The parent or carer seeking a place for their child at Honeybourne First School Academy Nursery, should complete the Nursery application form four weeks prior to starting, where possible. To start in September, it is helpful if all applications can be made before the school breaks up for the summer holiday, during July. Please ask in the school office for further information.

All pre-school children will be offered up to 15 hours education each week and parents may request additional hours where space permits. Children may attend for mornings (8.30 - 11.45 am), afternoons (12.15 - 3.00 pm) or all day (8.30 am - 3.00pm). Applications for places will be managed by the school. Where applications exceed the number of places available, places will be allocated using the same admission criteria as the main school. Admission to Honeybourne Academy Nursery does not guarantee a place in the Reception class at our school.

### **Reception Admissions**

The parents of all pupils resident in Worcestershire who are seeking a place for their child to enter a Reception class must complete a Worcestershire LA Common Application by the closing date in January each year; indicating three school preferences. Late applications are always considered, though it may not be possible to allocate a place in the school you prefer if it is oversubscribed, even if the school is the catchment area school for your child's home address.

By law, a child reaches school age at the beginning of the term after the one in which his/her fifth birthday falls. In Worcestershire however, most children start school earlier than the law requires. The school's standard admission policy is that all children will enter YR at the start of the Autumn Term, unless parents request otherwise. The pupils entering YR currently attend for mornings only for the first

few days of the Autumn Term, then full time. There is an option for parents to choose to have half a day on a Friday for the first half term if you so wish. By half term, we hope all children will be attending full time.

The Local Authority (LA) is responsible for co-ordinating all admissions to schools for Reception places each September on behalf of our school. The LA will send details to Honeybourne Primary Academy for any child wishing to start at our school for initial consideration based on the school's admission criteria. The LA will be responsible for making any offer or refusing any place on the school's behalf, based on the information from the initial considerations by the school. The LA will also offer parents the right of appeal in all refusals.

Application forms & the Information book may be obtained from:

Any Worcestershire School

Worcestershire Hub Centre (01905 822700)

[www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)

### **Admissions other than into Reception or September**

For all other admissions, including 'in year' admission to the school, the parent should complete an application form on the Worcestershire County Council website:

[http://www.worcestershire.gov.uk/downloads/file/7324/ca1\\_application\\_form](http://www.worcestershire.gov.uk/downloads/file/7324/ca1_application_form)

The LA coordinates any offer or refusal of a place in accordance with the admissions criteria and on the school's consideration of the published admission number, the current number on roll, class and school organisation, teaching, curriculum and key stage 1 class size limits. The school must inform the Authority of the availability of places and whether or not a place is available. This will normally be within 10 school days of the application being received. The school will also offer the parents the right of appeal in all refusals. Parents/carers should ensure that the application form is countersigned by their child's current Headteacher if the child is already attending a Worcestershire School. Pupils moving into the area may be admitted at any time, if space in the relevant year group permits. They do not need to wait for the start of a new term.

### **Planned Admission Number**

The school's Planned Admission Number (PAN) is 20 per year group although this number can be exceeded depending on how the classes are organised from year to year. Class sizes in Key Stage 1 are legally limited to 30 pupils. The Government has identified a number of specific exceptions where it is appropriate for the class size limit of 30 to be exceeded. Where a class size is exceeded temporarily the class number should revert to 30 in each class at the earliest opportunity. Further information can be found by contacting Worcestershire Local Authority or the school directly.

### **Waiting Lists**

The school will maintain a waiting list for all year groups. If a place is not available for a child then the parent/carer may write to the school requesting that their child's name be placed on a waiting list. The school will close down all waiting lists at the end of every term and parents/carers are advised that they must submit a fresh request to be placed on the waiting list at the start of each term if they still desire a place.

### Year 6

Our school is now a primary school and therefore all pupils admitted are entitled to stay until the end of Year 6. NO further application is necessary. At the end of Year 6, pupils may transfer to a local Middle School or Secondary school. This is the usual route and one that the vast majority of our pupils take.

### Middle School Admissions

In this area the children *may* transfer to a Middle School in the September following their 10<sup>th</sup> birthday (the end of Y5). Parents should complete an application form for their child, stating the preferred Middle school by the January of the year that they wish their child to be admitted. In the September following their 14th birthday they transfer to a High School (end of Y8).

Co-ordinator: School Administrator

Adopted by Governors: Spring term 2020

Reviewed: Spring term 2021

### **Honeybourne Primary Academy**

#### **Admissions Criteria for 2020/21**

The Local Authority is responsible for co-ordinating the admissions to the Reception Year on behalf of Honeybourne Primary Academy.

The Governing Body will determine the admission criteria and waiting list criteria for all applications. It will also co-ordinate the admissions for all Nursery places.

The criteria will be applied for admission to a place in all year groups within the school as follows:

1. Relevant Looked After children.
2. Siblings\* of pupils currently attending the school or who have attended the school within the past three academic years for a minimum of one full term and who live **within** the catchment area.
3. Pupils living within the catchment area of the school as defined by the Local Authority map.
4. Siblings of pupils attending the school or who have attended the school within the past three academic years for a minimum of one full term and living **outside** the catchment area of the school.

5. Pupils who live nearest the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the centre of the school. The Governing Body will utilize the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within the system. In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing body will supervise this process.

The policy will be reviewed annually in the Autumn Term.

Date Adopted by Governors: Autumn 2017

- \*A sibling is defined as a brother or sister, half-sibling (that is children who share one birth parent) and legally adopted children. They must also be living at the same home address.
- A Looked-After Child means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 **and** children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to adoption, residence or special guardianship order.
- In accordance with legislation, a child with a Statement of Special Educational Needs will be offered a place at the school named in the Statement.
- The child's parent or guardian must apply for their child's name to go on a waiting list by contacting the school office. They will be required to provide their child's full name, date of birth and home address & postcode. They will also need to give their full name, relationship to the child, home address if it is different from the child's and contact telephone numbers.
- Details of the school's catchment area may be obtained from the school or the Local Authority.