



# Hughenden Primary School

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## Admissions Policy

## **Admissions Policy September 2024 – August 2025**

Hughenden Primary School is a member of Kings Education Trust (KET). KET is the admission authority for each school within the Trust. Trustees have made every effort to ensure that this admissions policy complies with the Schools Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

This policy sets out the admission arrangements for:

1. Reception (Foundation Stage) entry in September 2024
2. Year 3 entry in September 2024 and for
3. In-year admissions

In all cases, the oversubscription criteria described in this policy will be applied.

### **1. Admission to Reception Year in September 2024**

At our school, pupils are normally admitted at the beginning of the school year (1st September – 31st August) in which they reach their fifth birthday. Parents whose children were born between 1st September 2019 and 31st August 2020 may apply for them to be admitted to the Foundation Year in September 2024.

There are 30 places available.

Our policy is not to offer admission in September 2024 to children who were born on or after 1st September 2020. Children who attend our nursery do not automatically qualify for a place in Foundation and parents of these children must also apply for a place as outlined below. Parents of children younger than five may request that their child is not admitted until later in the school year 2024/25 (no later than the term after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it. For children whose fifth birthday falls between 1st April 2025 and 31st August 2025 parents cannot defer entry until September 2025 because that would mean admission to a different school year. If the child has not been admitted to the Reception Year in the school year 2024/2025, a separate application should be made in the second half of the summer term 2025 for a Year 1 place in September 2025. Often, the Year 1 group will have no available places as it will have 30 children transferring from the 2024/25 Reception Year.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the Headteacher. Parents wishing to apply for the Reception Year in September 2024 must complete the common application form provided by their home local authority (the home Local Authority (LA)). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15th January 2025. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16<sup>th</sup> April 2025.

### **2. Admission to Year 3 in September 2024**

Hughenden Primary has an admissions number of a further place in Year 3 making classes in Key Stage 2 a maximum of 31 children each. Applications must be made by the January 2025 deadline as set out by the Local Authority. 3. "In-Year" Admissions Admission to the school during the school year depends on whether or not

there are places available. Reception and Years 1 and 2 have 30 places, Years 3-6 have 31 places. Applications must be made via the Buckinghamshire admissions website. Admissions outside the normal age group will be dealt with as indicated below. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria below), a place will be offered.

Oversubscription criteria for all types of admissions Children with an Education, Health and Care Plan naming Hughenden Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- i. Looked-after children, or previously looked-after children. (see Note 1)
- ii. Children who have exceptional medical or social needs that make it essential that they attend Hughenden Primary School rather than any other school. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 2)
- iii. Children with a normal home address (See Note 3) in our catchment area and with a sibling (see Note 4) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to attend the time of entry to the school.
- iv. Children with a normal home address in our catchment area (see Appendix 1).
- v. Children of staff where either:
  - i. The member of staff has been employed at the school for two or more years at the time at which the application for admission to the schools is made, and/or
  - ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (See Note 5)
- vi. Children with a normal home address outside our catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to attend the time of entry to the school.
- vii. Other children:
  - i. Proximity of the child's home, as measured by the straight-line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria i to vii should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

#### Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully, e.g. for children who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. The school will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

#### Waiting lists

The school maintains waiting lists for those children who are not offered a place, and whose parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

### Multiple births

In cases where there is one remaining place and the next child on the list is one of a twin, triplet, or other multiple birth group, we will admit both twins (and all the siblings in the case of other multiple births) and whilst that child is in the class they will be an excepted pupil under the Schools Admissions (Infant Class Sizes) (England) Regulations 2012 which permit Key Stage 1 class sizes to exceed 30 following the admission of a twin for as long as necessary until a child leaves the class at which point the class size will remain at the lower figure.

### Fair access

The school participates in Buckinghamshire LA's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### Appeals

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1st September – 31st August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit.

Arrangements can be made through the School Office.

### Further Information

Further information can be obtained from the school's School Office:

[office@hughendenprimary.co.uk](mailto:office@hughendenprimary.co.uk)

Tel: 01494 562501

School Website: [Hughenden Primary School - Admissions](#)

Admissions & Transport Team at Buckinghamshire Council Website: [School admissions | Buckinghamshire Council](#)

## Notes

### Note 1

For admission purposes a 'looked after child' 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 Buckinghamshire Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 functions (see the definition in Section 22(1) of the Children Act 1989).

### Note 2

When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Hughenden Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

### Note 3

By normal home address, we mean the child's home address. This must be where the parent or legal carer and the child live together unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property which can be permanently occupied 52 weeks of the year without any restrictions on occupation and not subjected to any planning or contractual restrictions on the duration of occupancy and is your child's only or main residence that is owned, leased or rented by the child's parent/s or person with legal care and control of the child. To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place.

We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was

made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school. We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address. If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed. If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

#### Note 4

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority. We will only consider a pupil in a primary school as a 'sibling' if he or she is attending, in the specified year groups, the school or a linked primary school at the time the allocations are made or, for in-year admissions the time of admission), or has been formally offered a place at the school in the operation of the Coordinated Primary Admissions Scheme. In all cases they are expected to still be at the school at the time of proposed admission

#### Note 5

'School staff' includes:

- i. Teaching staff on a permanent or fixed term contract exceeding 11 months in duration, and
- ii. All other staff on permanent or fixed term contracts exceeding 11 months in duration for posts of in excess of 15 hours per week. 'Demonstrable skill shortage' is a post which the school has had difficulty in filling. An example might be where the school has taken part in a recruitment drive to fill the post either across the country or worldwide and/or where the post was not filled at the first attempt.

#### Note 6

The 'straight line distance' used to determine proximity of the home to the school will be measured by Buckinghamshire Council's Geographical Information System.