



## Policy Statements and Procedures

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# ADMISSIONS POLICY

The Rosedale Hewens Academy Trust ("the Trust") is the admissions authority for Hewens Primary School and as such aims to operate fair and inclusive admission arrangements. In complying with the Admissions Code, the Trust invites parents, guardians and carers to complete a Common Application Form (CAF) supplied by the London Borough of Hillingdon through its coordinated scheme. This allows the applicant of a Reception age child to name up to 6 preferences with each preference being treated as a separate application and therefore considered equally.

### Oversubscription criteria

Hewens Primary School will abide by procedures and timescales set by the London Borough of Hillingdon, first allocating places to those children whose Education, Health and Care Plan names the School specifically. All other applicants will be offered a place providing the number of applications does not exceed the total number of places available for the relevant age group. The Trust, in circumstances where the School is oversubscribed, will allocate places in the order and according to the criteria set out below:

1. **Looked after children or previously looked after children**, within the meaning of the Schools Admissions Code 2021.
2. **Children who have a sibling** living in the same household who currently attend either Hewens Primary School or Hewens College and who will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or half sister with one parent in common, including an adopted child, who permanently lives at the same address and for whom the parent, guardian or carer also has parental responsibility as defined in the Children Act 1989, Part 1, Section 3. This does not apply to cousins or other family members who live in the same household.
3. **Children living nearest to Hewens Primary School** where distance will be measured in a straight line between the front door of the registered home address and the reception point at the School. A computerised mapping system will be used to ensure accuracy. In cases where blocks of flats are concerned, priority will be given to the lowest flat number, e.g. 1, 1a, 2, etc. Travelling distances will not be taken into account.

### Published Admission Number

The Planned Admission Number (PAN) for 2025/26 (Reception to Year 6) is 60 children. The PAN in respect of the Nursery is 104 children.

### Tie-break

**Random allocation** will only be used in circumstances when the above criteria have failed to give clear priority of one application over another. Should this occur, the admissions authority will write to those parents, guardians and carers affected ensuring that the arrangements to be used are fair and transparent, being supervised by a Governor who is independent of the School.

### Application process

In normal circumstances, applications must be received according to the timescales published by the London Borough of Hillingdon. Accordingly, parents, guardians and carers may apply using the CAF, returning it to either the Local Authority (LA) at the Civic Centre, or directly to the Trust at the Wood End Green Road address, as appropriate. In each case, places will be allocated by the Trust in the order set out in the above criteria.

### Admission of children below compulsory school age

In compliance with the Code, Hewens Primary School will provide for the admission of all children in the September following their fourth birthday. In so doing, parents, guardians or carers need to be aware that they can request that:

- the date their child is admitted to the School is deferred to later in the academic year or until the term in which their child reaches compulsory school age; or`

- their child takes up the allocated place part-time, until the child reaches compulsory school age.

### **In-year applications**

Applications for school places made outside the normal admissions timetable are referred to as 'in-year admissions'. Whilst it is extremely important that a child has continuity in their education, there are occasions when an in-year application might be necessary. For example, in circumstances when a child:

- has recently moved into the Borough and has no school place;
- has moved within the Borough making the journey to their current school no longer feasible;
- is transferring to a maintained school after a period of education at home or an alternative setting;
- needs to transfer for reasons of well-being;
- needs to start a new Key Stage at a different school.

Changing schools within the school year is disruptive and not usually in the child's best interests. It is for this reason that such transfers are discouraged. Certainly if a child already has a school place, parents, guardians or carers are advised to discuss their reasons for wishing to transfer the child between schools with both Headteachers concerned. If after full consultation transfer is still required, it is important to make a firm application directly to the School given that:

- Academies, Voluntary Aided, Foundation and Free Schools such as Hewens Primary School, are their own admission authorities and therefore required to provide a suitable form for completion when applying for a place at the School;
- there is a requirement for the School as an admissions authority to notify the LA of both the application and the outcome so that it can meet its statutory duty in keeping up to date figures about the availability of school places in the area;
- the admission authority must inform the applicant of their right to challenge the decision to refuse a place at Hewens Primary School via an independent appeal panel set up by the Trust.

### **Waiting list**

Normally, places will be offered unless the year group into which admission is sought exceeds the Published Admission Number (PAN) of the School. When this occurs, parents, guardians and carers are advised to contact the London Borough of Hillingdon to seek an alternative place. In these circumstances, the LA will offer a place at the nearest school to the home address where there is a vacancy, unless the child is currently attending a local school. Meanwhile the child's name can be added to the waiting list of Hewens Primary School together with that of any other school where the preference is higher than the one offered.

There is no closing date for in-year admissions and as in all circumstances, no priority will be given in regard to the length of time an applicant has been on the waiting list. As vacancies occur, the admissions authority will allocate places strictly in accordance with the order of the published criteria. Therefore, the address given must be the child's address where the parent, guardian or carer and child permanently live. Normally, these details can be confirmed by providing a Council Tax number. However, further clarification may be required to show that the child lives at the stated address.

### **Appeals against non-admission**

In circumstances when the admission authority informs a parent, guardian or carer of its decision not to offer a place for a child, it will explain the reason why admission was refused. There will also be guidance on how to appeal including contact details and the deadline for lodging such an appeal. In every case, parents, guardians or carers will be advised that they must set out the grounds for appeal in writing. The admission authority of the School will not limit the grounds on which appeals can be made, although appeals will only be heard in cases where the proper procedures have been followed in making an application for a place. The admissions authority will ensure that all appeals are heard in accordance with the Admissions Appeal Code of Practice under which the Academy Trust will exercise its right not to consider further appeals for the same child within the same academic year.