



# Hamilton Primary School



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## ADMISSIONS POLICY FOR RECEPTION CHILDREN 2010/11 ENTRY

Hamilton Primary School (HPS) is a Foundation School and the Governing Body is the Admissions Authority.

Subject to the criteria set out below, children will be admitted at the beginning of the academic year during which they become five, without reference to gender, ability or aptitude. The number of children admitted per year is 90.

Places will be allocated by the Governing Body on the basis of applications received through the Buckinghamshire Co-ordinated Scheme for Primary Admission. This allows parents \*/ guardians to apply for entry to any Buckinghamshire primary school by means of the Buckinghamshire Primary School Common Admission Application Form (BCAF) available in the Guide for Parents on Admissions and on-line via the County Council's website. Parents may express up to three preferences, in ranked order. In addition parents wishing to apply for a place under criterion 4, must complete a supplementary information form available from the school office. The closing date for return of applications is set by the County Council and applications must be received by their deadline prior to the start of the academic year (September) in which the child becomes five. Applications, together with proof of residence, will be required in accordance with the guidance given by Buckinghamshire County Council. Letters offering a place at the school will be sent by the County Council.

Once children with statements of special educational need have been admitted to the school then places are allocated in accordance with the following oversubscription rules:

- 1) Children in care (any child looked after by a local authority in accordance with section 22 of the Children Act 1989)
- 2) Children whose normal home address<sup>#</sup> is within the area normally served by the school (catchment area).
- 3) Children who will have a sibling (brothers or sisters of whole or half blood, or any other child - including an adopted child - who resides at the same address and for whom the parent/guardian also has legal responsibility) in attendance at the school at the time of entry.
- 4) Children with exceptional medical, social or educational needs, supported by written evidence from a doctor, social worker, education welfare officer or other appropriate person
- 5) All remaining applicants.

If the school can offer places to some but not all applicants under any criterion, the school will use an electronic random allocation system to decide which of the children within the criterion in question should be offered the available places. The use of random allocation will be independently monitored.

Late applications will not be processed until all timely applications have been allocated.

Parents may exercise the right to defer the entry of their child into school during the Reception year until the beginning of the term after the child's fifth birthday but may not seek deferment until the beginning of Year 1. The child's place must be taken up during the Reception year. In the majority of cases the school finds that children benefit from starting before their fifth birthday

*Once all places are allocated, children will be placed on a waiting list in criterion order in accordance with the criteria above and as set out on the school's Waiting List Policy.*

Admissions to Hamilton Primary School at times other than Reception Entry:

There are occasions when parents ask for admission to other year groups. In these instances the governors have agreed that the child may be admitted provided that the addition of another child to the year group does not exceed the standard number for each year group. Admission is governed by the criteria above. Where a transfer application and subsequent appeal are unsuccessful and a child has been offered a place on the waiting list, the Admissions Committee will not consider a repeat application within the same academic year unless there has been a relevant change of circumstances relating to the application, or a place has become available in school and the child is at the top of the waiting list.

\* Definition of "Parent" this is defined in law (the Education Act 1996) as either:

- Any person who has parental responsibility for the child or young person or
- Any person who has care of the child or young person

Application forms should be filled in by a person who is the child's "parent". If two parents live at different addresses, the parent the child lives with for most of the week should fill in the form.

# Definition of "normal home address":

The address should be where the parent and the child live and evidence of this is required in the form of a utility bill, rent book or mortgage statement showing the address concerned. A child's home address is where he or she spends most of the school's week.

Revised 1 October 2008