



# Hamilton Primary School



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## WAITING LIST POLICY FROM SEPTEMBER 2008

Once all places are allocated for each year of entry, children will be placed on a waiting list in priority order in accordance with the criteria set out below. Priorities are likely to change, subject to the stated criteria, as new applications are made or individual circumstances change. This list will be maintained by the County Council for each new Reception year group until one month after the normal date of entry, i.e. October of each year and will then pass to the school and the school will continue to manage its own waiting list for all other years.

Subject to the criteria set out below, children will be admitted as soon as practicable following a place becoming available. The maximum number of children per class should not exceed 30. Whilst the school will endeavour to be as understanding as possible, parents should be aware that it is not possible to hold places open beyond each half, or end of term without reference by exception, as set out in criterion (4) below, to the Admissions Committee of the Governing Body. In normal circumstances, however, parents will be expected to take up any offer of a place for their child within a week of the offer being made.

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

Parents will be required to complete a request form prior to their child being placed on the waiting list and be asked each term to confirm their wish to remain on the waiting list. Children will be placed on the waiting list in the order of the criteria above. Should there be more than one applicant that meets any criteria, an electronic random allocation system will be used to decide which of the children within the criterion in question should be offered the available place(s). The use of random allocation will be independently monitored. The likelihood of obtaining a place at the school will change as new applications are made or individual circumstances change.

Should the offer of a place be refused, parents will forfeit their child's place on the waiting list. Additionally, parents should confirm their interest in remaining on the waiting list during the first half of each term. Failure to do so by a given deadline will result in the child's name being removed from the waiting list.

Parents of a child on the waiting list have the right for an appeal to be heard by an independent appeal panel. 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.

**Any application made where it is subsequently found that there has been an intention to act fraudulently, withhold pertinent information or otherwise misrepresent the situation, will be immediately withdrawn.**

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

- Both natural parents as long as they were married to each other at the time of the birth or have married each other since or
- 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.

**From September 08**