



Hermitage

Admissions Policy

Hermitage Primary School			
Review frequency	1 year	Reviewed	Oct 2020
Governing Committee Responsible	Full Governing Body		
Governor Approval (date)		Website	Yes
Staff Responsible (Office Manager)	Elena Cowley	Next Review	Oct 2021

1 Introduction

1.1 Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

2 Aims and objectives

2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

2.2 All applications will be treated on merit, and in a sensitive manner.

2.3 The only restriction placed on entry is that of number. We set a maximum class size of thirty children. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

2.4 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

3 How parents can apply for their child to be admitted to our school

3.1 Our school is a community school, and it determines the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA at www.hillingdon.gov.uk/primary

3.2 The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The LA will notify parents of the decision as soon as all the applications have been considered.

- 3.3 In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, in September. Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application before the closing date specified by the school.

4 Admission appeals

- 4.1 If a place is not offered at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase beyond capacity.
- 4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals.)

5 The standard number

- 5.1 The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for our school is 420 for 2020-2021 (excluding the Nursery). We keep this number under review, and the governors will apply to change the number if circumstances change.

6 Sizes of classes for infants

- 6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

7 Monitoring and review

- 7.1 This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.
- 7.2 The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.



Nursery Admissions

The admissions limit for the nursery is 26 morning places and 26 afternoon places. Children will be admitted into nursery in the September after their third birthday, subject to the availability of places.

Places will be offered based on the following criteria:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order.
2. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school.
3. Children who have a member of the immediate family who suffers from a long term medical or psychological condition which makes it necessary for them to attend a particular school.
4. Children who have a sibling* living within the distance priority radius.
5. Children who have a sibling* who was admitted to the full time school prior to 31st August 2017.
6. Children living nearest the school within the distance priority radius.
7. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Children who have a sibling* living outside of the distance priority radius.
9. Children living nearest the school not within the distance priority radius.

Priority will be given within each criteria for those living nearest the school according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the school using Hillingdon Council's computerised mapping system.

The supporting evidence in Criteria 2 and 3 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The School cannot give higher priority to children under these criteria if the required documents have not been produced. Applications must be supported by medical evidence from a GP or Hospital Consultant.

For the purposes of criteria 4,5 and 8, a sibling is defined as a brother or sister, half brother or sister with at least one parent in common, adopted brother or sister living in the same household who currently attends the full-time school (not the nursery) and will continue to do so on the date of admission.

The distance priority radius for Hermitage Primary is 750 metres.

Parents may register their child from birth.

Applications can be made at any time in the school year and parents will be notified of offers of places at the earliest opportunity.

Parents may express a preference for a morning or afternoon place - in the event of an oversubscription for either morning or afternoon places the criteria above will apply.

If parents are unsuccessful in obtaining a nursery place they can be put on a waiting list and informed as and when a place is available.

Parents must register their child separately for nursery and school - **securing a place at nursery does not guarantee a place in school.**

**Application forms are available from the school office.
Visits to school are welcomed.**

Please telephone to make an appointment to view nursery or school on 01895 234871.

Signed: _____ (Chair of Governors)

Date: _____

Last reviewed: Oct 2020