Admission Arrangements for schools in Every Child Matters Academy Trust

2027-2028

Hoyland Springwood Primary School

Every Child Matters Academy Trust
Children at the heart

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Introduction

Every Child Matters Academy Trust is the admissions authority and delegates this power to the Governing Body of Hoyland Springwood Primary School to act within the parameters of this policy.

Admission to this school is into the relevant Year Group which is Reception Year group.

Schools are required to admit children up to their admission number in the relevant year group.

Attendance at a nursery unit attached to a primary school does not guarantee a place at that school.

The admissions authority does not operate defined community (catchment area).

The timetable for the normal admissions round is given at Annex 2.

Definition of the normal admissions round is the process by which:

a) an application for the admission of a child to a relevant age group at a school is submitted in accordance with the requirements of the scheme.

b) that application is considered by the relevant admissions authority for the school in determining, in accordance with the school's admission arrangements, the order of priority in which the application is ranked; and

c) a determination relating to that application is communicated to the parent on the offer day.

Where any date specified in these arrangements falls on a Saturday, Sunday, or any day which is a recognised bank holiday, any action which is stated to be undertaken on that day will occur on the next working day.

A Date of Admission to Primary Schools

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, (compulsory school age), the School Admissions Code makes provision for all children to be admitted to school in the September following their fourth birthday.

Parents will be able to access this entitlement through one of the following options.

Option 1
Full-time in the Reception Year from 1st September following the child's fourth birthday.
Option 2
Part-time in the Reception Year from 1st September following the child's fourth birthday.
Option 3
Part-time in an Early Years setting.

B Deferred Entry to Primary Schools

1 Where a place is offered at a school, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday.

2 There may be Spring and Summer Term admissions as a result of parents who have deferred their child's entry.

3 The deferred place at that school will be held for that child and will not be available to be offered to another child.

4 The deferred place must be taken up during the same school year for which the offer of the place was made and accepted.

5 Entry to a school cannot be deferred to:

a) the next academic year; or

b) beyond the beginning of the term following the child's fifth birthday.

C Summer Born Children

1 Parents of summer born children, (those born from 1 April to 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

2 The child would then be admitted into Reception Year group in the following year when other children in their age range are beginning Year 1.

3 Parents must write to the Admissions Team requesting this and provide any information in support of their request.

4 A decision is taken by the Admissions Authority based on the circumstances of the case and in the best interests of the child.

D Admission of Children Outside of their Normal Age Group

1 Parents of gifted and talented children, summer born children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.

2 A determination on the exceptional circumstances will be made by the relevant Governing Body based on the information provided by the parent.

3 Where the decision is to refuse admission there is no right of appeal if the child is offered a place in another year group in the school.

E Children of UK Service Personnel

1 For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas the admission authority must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter declaring a relocation date and a Unit postal address or quartering area address when considering the application against oversubscription criteria.

F Oversubscription Criteria

1 Where the number of applications for the school received during the normal admissions round exceeds the admission number of the school, or an admission limit set higher than the admission number, then admission will be determined in accordance with the following priority of admission criteria:

- Children who have an Education Health Care Plan (EHCP) which names the school are required to be admitted.

- First, Looked After Children (LAC), Previously Looked After Children (PLAC), and children who have been in state care outside of England (IPLAC).

- Second, to children with brothers and/or sisters attending the school on the proposed date of admission.

- Third, to children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

2 The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

Where responsibility for a child is shared evenly, the address where the child is registered at the Doctor's is the address that will be used for admissions purposes.

3 For the sibling criterion to be applicable one of the following conditions must exist:

a) brother and/or sister to be permanently resident at the same address.

b) stepbrother and/or stepsister to be permanently resident at the same address (to include half-brothers/sisters).

4 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 care functions at the time of making an application to the school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This also includes children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

G Expressing a Preference for Admission to the Relevant Year Group

1 This procedure applies to admission for the Reception Year in a primary school (age range 5-11).

2 For admission to the Reception Year Group, parents will be invited to express three preferences for those schools at which they wish their child to receive education.

Preferences will be made via the online admissions system or the common application form.

Applications can be submitted through the Council Website using the Online Admissions System, which is the preferred method of application recommended to parents. Forms can also be posted or emailed directly to School Admissions (parents are advised to obtain proof of posting if using a postal service).

3 For primary applications, the common application form for admission to school during the normal admissions round can be handed in to the school ranked first on the common application form. Parents are advised to gain a receipt from the school they have handed the form to.

4 Applications must be submitted by the closing date of 15th January 2027.

5 The single offer of a place to a parent will be communicated to the parent on the offer day of 16th April 2027.

H Late Applications

1 Late applications received for primary schools after 15th January 2027 by the Governing Body will be considered after the determination of the single offer of a school place for those common application forms received by 15th January 2027.

I Waiting Lists

1 A waiting list will be established for the school where the number of applications has exceeded the places available in the relevant year group.

2 Names of children will automatically be placed on the waiting list for a school where they have not been offered a place where that school is ranked above that at which a place has been offered to the parent.

3 Parents will have the right to request their child's name placed on the waiting list for a school where they have not been offered a place which is ranked lower than that at which they have received a single offer of a school place.

4 A vacancy arises in Reception Year only when the number of allocations to a particular school fall below the admission number (or a higher admission limit where one has been set). Any vacancy which arises in Year R following the allocation of places will be filled from the waiting list.

5 The waiting list will be established on the offer day and be maintained up to the end of the Autumn Term in the admission year.

6 The waiting list is determined according to the Governing Body's priority of admission oversubscription criteria.

7 Following the offer day should an application be received for a school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the waiting list above those with a lower priority.

8 Parents who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list.

9 For those parents who proceed to an independent appeal, no consideration is given to a child's position on the waiting list.

J False Information

1 Where the Governing Body has made a single offer of a place at a school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

2 Where a child starts attending the school based on fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school. Where a place or an offer has been withdrawn the application will be re-considered and an independent appeal offered where the child is not re-admitted to the school.

3 Where it is established that the place was obtained based on fraudulent or intentionally misleading application and the child continues to attend the school, the sibling criterion will cease to apply in the event of the parent making an application to the same school on behalf of a younger child in the family.

K Appeals Against the Governing Body's Decision Not to Offer A School Place

1 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

2 The right of an independent appeal applies to all preferences expressed.

3 Parents who intend to make an appeal must submit a Notice of Appeal to the Local Authority within 20 school days of receiving the offer letter.

4 Normally appeal hearings will be held within 40 school days of the closing date for receiving the notice of appeal.

5 For twice excluded pupils see section M.

L Applications for Admission to Schools Outside the Normal Admissions Round

1 Where applications are received for admission to school following the offer day they will be dealt with as follows:

a) admission where the year group is below the admission number (or higher admission limit where one has been set).

The parent will be offered a place

b) admission where the year group is above the admission number (or higher admission limit where one has been set).

(i) where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.

(ii) where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered a place.

The prejudice referred to under b(ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Authority to comply with the statutory limit on infant class sizes.

2 Where a parent is not offered a place at a school outside of the normal admission round they have the right to an independent appeal.

M Twice Excluded Pupils

1 Where a child has been permanently excluded from two or more schools, parents can express a preference for a school place, but the requirement to comply by the Governing Body does not apply.

2 Where the Governing Body does not comply with a parent's preference, the parent does not have the right of an independent appeal.

3 Where a child has been permanently excluded from two or more schools this provision applies to them during the period of two years beginning with the date on which the latest of those exclusions took effect.

N Distance Criterion: Tie Break

1 Where the offer of the remaining place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, it will be for the parent to determine for which sibling the single offer of the school place will be made.

2 (a) Where the offer of the remaining place in the relevant year group could be made for a number of eligible children resident equidistant from the school the determination of the single offer will be by Random Allocation.

(b) The Random Allocation will be completed by the Local Authority's admission system.

O Parental Responsibility & Disputes

1 Parents/carers who hold parental responsibility have the right to make the application for school. However, only one application can be made so a decision must be taken as to which parent/carer will complete the application.

2 The school preferences must be agreed by all parties, if they do not agree all application(s) will be withdrawn and may cause the application to be late which may disadvantage the child if the school(s) applied for are oversubscribed.

3 If parents/carers are not in agreement of the application to school, the application will not be processed until written consent is given by both parties or a court order has determined the school preferences.

ANNEX 1

Admission number

NAME OF SCHOOL/TRUST	ADMISSION NUMBER
Hoyland Springwood Primary	*30*

ANNEX 2

Closing date for receiving applications	15th January 2027
Offer day	16th April 2027
Appeals completed	End of Summer Term 2027