



# Be all you can be

## Hayes School

### No 7. Admissions Policy

Our planned admission number (PAN) is 57 and will not exceed this in any year group without exceptional governors' approval. No year group will be above 60.

Children with a Statement of Special Educational need which names the school on the statement will be considered as a priority within the agreed admission numbers.

The Governors at Hayes School agree parental choice wherever possible. However, wherever the number of applications exceeds the number of places available (57), the following priority order applies:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption (only adoptions that have taken place after 31<sup>st</sup> December 2005), residence or special guardianship order.
2. Where the child has siblings attending the school at the time of admission;
  - Sibling: brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
  - Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the school, including offering place(s) above the Planned Admission Number (PAN) wherever possible. Where that is not possible, for example, because Key Stage One class size legislation would be breached, parents will be invited to decide which of the children should be allocated the available place(s). Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.
3. Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Distance will be measured from the entrance of the home address to the nearest official entrance of the school on a straight-line basis. This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tiebreaker (i.e. they live identical distances from the school), the allocation of a place will be by lot.
  - Home address: address of the person with parental responsibility for the child and with whom the child lives for the majority of the week, at the time of application. Where a child resides through shared custody, the address will be with the parent who receives child benefit. Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for that designated area even if no house is currently owned in the area once proof of the posting has been received

## No 7. Admissions Policy

Applications for children in Years Reception through to Year 6 must be made through Torbay Council.

Expressions of interest for places in the main school can be made using the green form available from the school office. Applications for nursery places can be made on the yellow form also available from the school office (Tel: 557336). On receipt of the application form a record of your child's name and details will be kept on file (in accordance with the Data protection Act 1998) so that information can be sent to you at the appropriate time.

### **RECEPTION ADMISSIONS**

The Governing Body is the admissions authority for Hayes School. Children are of compulsory school age the term following the child's fifth birthday. Hayes School admits children into the Reception Class in September of each year, between one and three terms earlier than the legal requirement, depending on when your child's birthday falls.

#### **Admission to Reception**

In the November before the admission date parents must apply for a school place using a common application form obtainable directly from the school; **alternatively** if parents need to, they can apply online at [www.torbay.gov.uk](http://www.torbay.gov.uk)

TIPS 5 booklets containing information about all primary schools in Torbay are available from the school and Torbay Children's Services (telephone 01803 208908). Information is also available from the Torbay Council website [www.torbay.gov.uk](http://www.torbay.gov.uk) and pre-school providers.

The common application form can be returned to the school or alternatively it can be sent to the Local Authority by the closing date. Parents will be notified by the Local Authority as to whether a place is available.

#### **Deferred Admission to Reception**

This allows parents to apply for a school place and to take up that place during the reception year without jeopardizing the offer of a place.

The deferred admission arrangements do not allow summer born children to defer admission to the Autumn Term in Year 1, with the guarantee of the place being available. In addition, pupils born between 1 September and 31 March would be expected to take up their place no later than the term following their fifth birthday i.e. when they are of statutory school age.

Parental choice is refused only when further admissions would, in terms of the School Standards and Framework Act 1998, 'prejudice efficient education or the efficient use of resources', i.e. be to the detriment of those already in the school. Under the terms of the School Standards and Framework Act 1998 parents have a right to appeal to an independent appeal panel and can obtain information about the appeals process from Torbay Independent Appeals Panel, c/o Democratic Services, Town Hall, Torquay, TQ1 3DR, telephone 01803 207012.

## No 7. Admissions Policy

### Nursery Admissions

Hayes School also has a Nursery which admits children at the beginning of the Autumn, Spring and Summer terms. Children are admitted the term following their 3<sup>rd</sup> birthday.

We aim to provide the government funded 15 or 30 hours (depending on eligibility) for Nursery for 38 weeks of the year depending on availability. We will prioritise funded 15 and 30 hour sessions over additional paid sessions. These paid sessions will only be offered once funded places have been allocated. Any additional hours must be paid for in full, half a term in advance at a cost of £3.60 per hour. At Hayes School we no longer accept cheques as a form of payment. Therefore, payment must be made either in cash or by using our online payment system. We reserve the right to withdraw additional hours with half a terms notice. Likewise, a half terms notice will be required by parents/carers if they wish to withdraw additional paid hours. No refund can be given for any extra hours which have been paid for.

Once sessions have been booked, payment needs to be made in advance, regardless of the child's attendance; no refunds will be made for absence due to illness or holidays taken during term time.

Failure to keep up with payments will result in refusal of any additional hours above the funded hours with immediate effect.

We will be holding session in blocks of 3 hours and a 30 minute session for lunch.

|           |             |
|-----------|-------------|
| Session 1 | 8.45-11.45  |
| Lunch     | 11.45-12.15 |
| Session 2 | 12.15-3.15  |

Children with a Statement of Special Educational need which names the school on the statement will be considered as a priority within the agreed admission numbers.

The Governors at Hayes School agree parental choice wherever possible. However, if the number of children requiring places exceeds our availability then places will be allocated as follows:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption (only adoptions that have taken place after 31<sup>st</sup> December 2005), residence or special guardianship order.
2. Children who are in a cohort that will be moving into a Reception class the following year.
3. Where the child has siblings attending the school at the time of admission.

| 3 <sup>rd</sup> birthday between:          | Becomes eligible from:   |
|--|--------------------------|
| 1 <sup>st</sup> Apr - 31 <sup>st</sup> Aug | Start of the Autumn Term |
| 1 <sup>st</sup> Sep - 31 <sup>st</sup> Dec | Start of the Spring Term |
| 1 <sup>st</sup> Jan - 31 <sup>st</sup> Mar | Start of the Summer Term |

## No 7. Admissions Policy

- Sibling: brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
  - If spaces are limited, we will accept siblings on the basis of oldest child first.
4. Those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Distance will be measured from the entrance of the home address to the nearest official entrance of the school on a straight-line basis. In the event that applicants cannot be separated using the distance tiebreaker (i.e. they live identical distances from the school), the allocation of a place will be by lot.
- Home address: address of the person with parental responsibility for the child and with whom the child lives for the majority of the week, at the time of application. Where a child resides through shared custody, the address will be with the parent who receives child benefit. Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for that designated area even if no house is currently owned in the area once proof of the posting has been received

### **Application Closing Date**

The closing date for Nursery applications will be the last day of the first half term before the child is due to start. i.e., applications need to be in by the last day of the first half term in Spring for children wanting to start in the Nursery in the Summer term.

All applications received after the closing date will be dealt with only when available places and sessions have been accepted by on time applications.

Entry to Nursery will be deferred until the following term for any children remaining once the above criteria has been applied. Parents will be notified as to whether a place is available as soon as possible.

### **Home Visits**

**Before a child can start at Hayes Nursery a home visit must be carried out.**

**An offer of a place in the Nursery is not an offer of a place into the Reception Year. You must apply separately for a place in the Reception Year via the Local Authority.**

Appendix A. Torbay Guidance

**Co-ordinated Admission Scheme for In Year Admissions to Schools in Torbay from September 2017**

**1 Introduction**

- 1.2 This scheme was initially formulated after extensive consultation with admitting authorities and the Local Admission Forum and the scheme had the agreement of all admission authorities in Torbay, i.e. the local authority and the governing bodies of voluntary aided and foundation Schools and academies. It is no longer a legal requirement for local authorities to co-ordinate in year admissions; however, consultation with all Torbay schools has shown that the great majority want to continue with a co-ordinated scheme to ensure fairness and transparency and to assist parents in accessing school places for their children. These schools will be referred to as 'participating schools'. The scheme has since been updated to add further clarity to procedures.
- 1.3 This scheme may be updated after publication to comply with any changes to the School Admissions Code. It will continue to operate while a majority of schools continue to participate.
- 1.4 The Primary Co-ordinated Admissions Scheme and the Secondary Co-ordinated Scheme cover the admission of children to school at the normal admission round (in the reception year in primary schools, year 7 in secondary schools and year 10 in 14+ provision). However a number of children will require admission to school at other times and these admissions, known as 'in year', 'mid phase' or 'casual' admissions will be dealt with by this scheme.
- 1.5 Applications for some children may require additional consideration and these children will be admitted to school under the Fair Access Protocol, a copy of which can be seen on the council's website [www.torbay.gov.uk](http://www.torbay.gov.uk)

**2 The Scheme**

- 2.1 Every application for a school place in a participating school must be made to the home local authority. Therefore there will be a Common Application Form (Form TIPS4/B). Parents wanting to apply for a place at a school that is not taking part in the scheme will need to approach the school directly and to complete form TIPS4/A. Details of the application procedure for these schools will be included in their published admission arrangements. A list of non-participating schools will be available on the Council's web site.
- 2.2 The Common Application Form TIPS4/B will be made available to parents who wish to express a preference for a place after the normal admission round in a participating mainstream primary or secondary school in Torbay (including VA, foundation and academy). As not all local authorities will be co-ordinating in year admissions, applications for schools outside of Torbay will have to be made directly to the school or local authority concerned. The LA will, however, continue to liaise with other LAs to assist in the placement of Children Looked After.

## No 7. Admissions Policy

- 2.3 Parents living outside of Torbay wanting a place for their child in a Torbay school should apply to Torbay LA or directly to a non-participating school.
- 2.4 Parents will be able to express up to three different preferences on the common application form for participating Torbay schools. These preferences must be ranked in order by the parents and pupils will be eligible for consideration for a place at all three schools.
- 2.5 On the form parents will be able to give reasons for their preferences including religious and philosophical convictions.
- 2.6 Parents will receive the offer of one school place only. Where possible this will be a place at the highest ranked school for which they are eligible and for which a preference was expressed. Where none of the three preferences can be met, an alternative school place in Torbay will be offered for pupils resident in Torbay or parents will be advised to contact a school managing its own in year applications that has places available.
- 2.7 The Common Application Form will be available for parents from Torbay LA and from Connections Offices. It will also be available to complete electronically via the council's website. It will be accompanied by a written explanation of the scheme as well as other details required to be included in the composite prospectus called TIPS 4. The most up to date version of TIPS4 will be published on the web site.
- 2.8 Parents are entitled to ask for a change of school at any time during the year but the change of school will not normally take place until the beginning of the next half-term unless:
  - The child is moving to Torbay from another local authority area
  - The child is moving within Torbay to a new address served by a different primary or secondary school where the current school is not within reasonable distance
  - A place is being sought in a selective school and the admissions authority of that school deems that the admission should take place immediately
  - The child is in years 10 or 11 and for academic reasons the transfer should take place immediately
  - There are significant medical reasons or social reasons supported by a medical practitioner, the head of the current school or other professional why an immediate transfer is required
  - A child is taken into care of accommodated and the change is supported by a letter from a Social Worker
  - The heads of both the current and receiving school agree that an immediate transfer is in the best interests of the child
  - A non-participating school wants to admit a child immediately for any reason
- 2.9 All requests for a change of school made through the scheme will usually be dealt with within 20 school days. In the case of applications for selective schools it may be necessary for pupils to take a series of tests or information on academic ability to be received before the offer of a place can be made. If more than one selective school is named on the common application form the tests will be held at the selective school ranked highest by the parent and information on the result will be shared with the other schools.
- 2.11 Where an admitting authority for a school operates an oversubscription criterion which requires the applicant to demonstrate commitment to a

## No 7. Admissions Policy

particular faith or denomination, the scheme allows the school to ask applicants to submit a supplementary information form (SIF) and for this to be returned directly to the school. Where a participating school has an oversubscription criterion that prioritises the children of school staff, a form SUPP1 must be completed and returned directly to the school. These forms cannot replace the Common Application Form. Schools using a SIF or a SUPP1 will exchange information with the LA in order to ensure that parents comply with these requirements.

- 2.12 Where a participating school receives a direct application for a school place, this must be forwarded to the LA to ensure the parent has had the opportunity of expressing three preferences using a common application form. Any common application forms received by participating schools must be forwarded to the LA to ensure that all schools have received details of the applications and to forward any relevant information; also to ensure that the LA has an accurate waiting list for any available places.
- 2.13 Where the child is not currently resident in the United Kingdom, an application will be accepted on the provision of a photocopy of his/her passport confirming the nationality of a country in the European Economic Area or Switzerland and proof of residence in the area.
- 2.14 Where a child is not currently resident in the United Kingdom, an application will not be accepted from children whose nationality is of a country other than those in the European Economic Area or Switzerland. No offer will be made by the LA to a child which may influence a decision by the Border and Immigration Agency to admit or refuse entry to the United Kingdom.
- 2.15 Where a child's nationality is of a country other than those in the European Economic Area or Switzerland, an application will be accepted on production of his or her passport. This will establish that the child has been admitted to the United Kingdom and make any visa restrictions available for inspection. Proof of residence in the area will be required. The countries which constitute the European Economic Area are:
- Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.
- 2.16 Torbay LA will forward details of applications received to all admitting authorities each week and normally on the day they are received. This will include all participating VA and foundation schools and academies within Torbay. Details provided to admitting authorities will not include the parental ranking.
- 2.17 Places will not normally be offered on the basis of a new address until the LA or the admitting authority has seen evidence of that address (tenancy agreement, exchange of contracts, utility bill or benefits/tax credit evidence). If a pupil is entitled to a place based on their current address then it will be offered but will only be kept open according to paragraph 2.20 below. Exceptions may be made in extenuating circumstances e.g. where a family is fleeing domestic violence.
- 2.18 Where concerns are raised that an address has been given that is fraudulent or misleading, further information may be requested from the parent and a visit

## No 7. Admissions Policy

may be made to the address to establish whether it is genuine. If the address is found to be fraudulent it may be removed by the admission authority. The admission authority will take into account the length of time the child has been attending the school.

2.19 Schools can send 'welcome' letters after the LA has notified the parent of the allocation of a school place.

2.20 Parents must accept the school place within ten school days of the date of the offer and the place will only be held open for the child for ten school days from the agreed start date. The latest agreed start date will not be more than four school weeks from the offer date or the start of the next half term, whichever is later.

2.21 Every Monday during term time primary and secondary schools will send a proforma return to the LA showing the numbers on roll in each year group.

### **3 The Equal Ranking System**

3.1 The purpose of the co-ordinated scheme of admission is to maximise parental preference and to ensure that a child is offered only one school place. The scheme is an Equal Ranking Scheme.

3.2 The LA will forward the details of applicants to other participating admitting authorities, but will not reveal the ranking. Admitting authorities will consider all preferences equally regardless of ranking. This requires all admitting authorities to apply admission arrangements and arrange all applicants in order of priority, individually first to last.

3.3 Admitting Authorities return the lists to the LA who will apply the co-ordinated scheme by allocating pupils to the highest ranked school that can offer a place. During school holiday periods the entire holiday will be treated as a single application period for the purposes of ranking; during term time each day will be treated as a separate application period.

### **4 The Allocation of Places**

4.1 The LA will act as a clearing house for all participating admitting authorities. The LA will:

- Allocate places where it is the admitting authority for a school
- Administer the allocation according to the scheme
- Allocate a child to the nearest suitable school within Torbay with places available having regard to distance, time and transport costs where no other preference can be met or advise the parent to apply for a place in a non-participating school if this is appropriate.

4.2 Every week during the school term the LA will forward new applications to other admitting authorities for consideration under their admissions policy. Applications received during school holidays will be forwarded to schools at the beginning of the new term or half term and will be treated as if they had been received on the first day of the term or half term. Applications for year 7 or reception received during the summer holidays before the new cohort is due to start will be processed and places allocated where there are known vacancies. Other admission authorities will provide the LA with weekly updates on the numbers on their school roll.

8 Updated March 2018 (next full review November 2018) looked at annually by staff and if updates are required by new legislation

## No 7. Admissions Policy

- 4.3 Other admission authorities will consider each application and notify the LA of their decision within one week of receiving the application. In the case of selective schools it may be necessary for the pupil to be tested or for reports to be received so this process may take longer but every application should receive a reply within 20 school days. The exception to this is where a school refers an application to the Pupil Referral Panel under the Fair Access Protocol. Parents will be notified if this is the case.
- 4.4 Parents will be notified of their child's allocation to participating schools by a letter from the LA. The letter will inform parents:
- Which school their child has been allocated
  - Why their child has not been allocated a place at other preferred schools
  - Details of the appeals procedure if their preference(s) cannot be met.
- 4.5 Applicants who want their child to be admitted outside of the normal year group should make this clear on the application form, giving full reasons for the request. This will then be considered by the admission authority and the head teacher of the preferred school. If the admission authority refuses the request, their reasons will be given. Parents will have a right of appeal unless the admission authority can offer a place at the school in the correct year group.

## 5 Duplicate and Disputed Applications

- 5.1 Where conflicting applications are received from more than one parent in relation to the same child, the LA will contact both parents and request that they reach agreement on the preferred schools and the order of preferences.
- 5.2 Applications made by parents are subject to Data Protection legislation and the content of an application will not be shared with a third party without the agreement of the person completing the application unless there is a legal requirement to do so. The LA will however inform a person with parental responsibility that an application has been made and the schools named as preferences if requested to do so. The LA will first check with the person who made the application whether there is any legal reason not to disclose this information.
- 5.3 Where no agreement can be reached by parents, places may be offered at two schools and one offer will be removed when the child is physically admitted to the other school as a child cannot have two school places. Parents will be asked to settle such disputes if at all possible as uncertainty can be upsetting for the child.

## 6 Appeals

- 6.1 A parent will have the right of appeal for a place at any school they have been refused.
- 6.2 Information about the appeals process will be available from the LA or from admission authorities.

## 7 Waiting Lists

- 7.1 Waiting lists must be kept for at least the autumn term in both year 7 (or year 10 for 14+ provision) and in reception year. It is for individual admitting authorities to decide whether or not to keep waiting lists beyond this. The

9 Updated March 2018 (next full review November 2018) looked at annually by staff and if updates are required by new legislation

## No 7. Admissions Policy

admitting authorities for participating schools who do continue to keep waiting lists will forward the lists to the LA when requested to do so. When new applications are placed on the waiting list the whole list will be re-ranked according to the oversubscription criteria. The school must notify the LA if a place becomes available and the LA will write to parents notifying them of the available place and inviting them to accept it.

- 7.2 For Community and Voluntary Controlled schools, the LA as the admitting authority will keep a waiting list at all times for school places. Parents will be required to notify the LA by the start of each half term if they wish their child to be kept on the waiting list for that half term. Otherwise their name will be removed. When new applications are placed on the waiting list the whole list will be re-ranked according to the oversubscription criteria. For children in Reception and year 7, and year 10 for 14+ provision, parents will be able to add their names to the in-year waiting list in the January following the normal admission round.

## 8 Fair Access

- 8.1 All schools are also required to give special priority to certain groups of vulnerable children. This is governed by a Fair Access Protocol. The Protocol aims to ensure that the needs of pupils are fully considered before admission to school and that they are admitted to school without undue delay. The current version of the protocol can be seen on the council's web site [www.torbay.gov.uk](http://www.torbay.gov.uk)

## 9 Special Educational Needs

- 9.1 Children with a statement of SEN or an Education, Health & Care Plan are not covered by the Fair Access Protocol. Their needs must be considered separately and admissions arranged by the LA's SEND team using the SEND Code.
- 9.2 In brief this process is that parents are invited to express a preference for a school. This places a duty on the LA to consult with the preferred school with the presumption that the school will be named on the Statement/Education, Health and Care Plan and the pupil admitted unless the school cannot meet the child's needs, or the admission is incompatible with the efficient use of resources.