



Be all you can be

Hayes School

No 7. Admissions Policy

Reviewed November 2018

Consultation: 14th November to 31st December 2018

1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#). This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by our home local authority (Torbay Council).

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

4.1 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.

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4.2 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.

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 (at www.torbay.gov.uk) and from 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.

4.3 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.

5. Oversubscription Criteria

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. A 'looked after child' or child previously looked after immediately before adoption, child arrangements, or special guardianship order. LAC is child who is (a) in care of LA, or (b) being provided with accommodation by LA in exercise of social services functions (see definition in S22(1) of Children Act 1989).
2. Where the child has siblings attending the school at the time of application.
 - 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.

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3. Children who are attending Hayes School Nursery at the time of application where:
 - The parent/carer has applied for the early years pupil premium or pupil premium at the time of application and;
 - The child is eligible for early years pupil premium or pupil premium at the time of application.

4. Where there are more applications than places 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. In the event that applicants cannot be separated using the distance tiebreaker (i.e. they live identical distances from the school), children already attending our nursery will be prioritised then all other places will be allocated 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.

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. 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.

5. Application Process

The guidance in Appendix 1 provides details of the application process through Torbay Council.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. Please see the guidance from Torbay Council in Appendix 1.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals, if you wish to appeal.

9. Monitoring arrangements

This policy will be reviewed and approved by the Full Governing Body on an annual basis. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Body will publicly consult on these changes.

Appendix 1: Torbay Council Guidance

Co-ordinated Admissions Scheme for Primary Schools in Torbay in September 2020

1 Introduction

- 1.1 This scheme was initially formulated for admissions in 2012 after extensive consultation with admitting authorities and the Local Admission Forum existing at that time. The scheme had the agreement of all admitting authorities i.e. the LA and the Governing Body of Voluntary Aided (VA) and Foundation schools (some of which are now Academies). It has since been updated to add further clarity to the procedures.

2 The Scheme

- 2.1 A Common Application Form will be made available to all Torbay parents to express a preference for a place in:
- a) a Torbay mainstream primary school (including academy, VA and foundation) and/or
 - b) a mainstream primary school in another LA area (including academy, VA and foundation)
- 2.2 Parents resident in Torbay will not be able to make an application direct to another LA and nor will parents not resident in Torbay normally be able to make application direct to Torbay. Parents will be required to make application to their 'home' LA.
- 2.3 Parents will be able to express three different preferences on the Common Application Form including for schools outside Torbay. These preferences must be ranked in order by the parents. Pupils will be eligible for consideration for a place at all three schools. On the preference form, parents will be able to give reasons for their preference that include religious and philosophical convictions.
- 2.4 Parents will be informed that they will receive the offer of one school place only and that will be either:
- a) a place at the highest ranked school for which they are eligible and for which a preference was expressed or
 - b) where none of the preferences can be met, an alternative Torbay school place, usually at the school closest to the home address that has a space (provided the child is resident in Torbay). The closest school will be determined using walking routes and taking transport costs into account.
- 2.5 The Common Application Form will have a closing date and details of where the form should be sent. It will be made available to parents by Torbay LA and by all primary schools within Torbay LA. It will also be available for parents to complete and submit electronically.
- 2.6 The application process will be described in the prospectus that is published annually by the LA and made available to parents online, or in hard copy on request.
- 2.7 The LA will take all reasonable steps to ensure that every parent resident in the LA who has a child due to start primary education during 2020/21 is notified how to access a copy of the Common Application Form together with written guidance or an e-version of the guidance. This will involve writing to parents of all known children who were born between 1 September 2015 and 31 August 2016 to advise them of the application process.
- 4 Revised for consultation November to December 2018. To be reviewed annually for required updates and legislation.

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The LA will also advertise the process at Early Years settings, primary schools, in Torbay libraries and elsewhere. The onus will remain on parents to make applications notwithstanding the efforts undertaken by the LA to alert them to the process.

- 2.8 Where an over-subscription criterion requires additional information (e.g. about religious worship practised), a supplementary information form (SIF) can be allowed. In addition, where a school has an oversubscription criterion that prioritises children of school staff supplementary form SUPP1 must be completed. These forms are not to replace the Common Application Form nor are they to be used without a completed Common Application Form that names that school.
- 2.9 Supplementary information forms should be returned directly to the school by the parent. The school should inform the LA of receipt of SIFs to ensure that a Common Application Form has been completed. If no Common Application Form has been completed the LA will contact the parent for the Common Application Form to be completed and returned to the LA. Parents do not need to complete the supplementary form if no additional information is required by the admitting authority to apply the over-subscription criteria.
- 2.10 Where a school receives an application for a school place, this must be forwarded to the LA to ensure the parent has had the opportunity of expressing three preferences and to ensure that the application is included in the co-ordinated process.
- 2.11 The closing date for parents to submit the Common Application Form will be 15 January 2019. The online application facility will close at 23.59pm on that date. Parents applying online will receive a confirmation email that should be kept safely as proof of submission. A paper version of the form can be submitted to any primary school. The school should date stamp the blue copy for the parent to keep as evidence of submission, keep the pink copy for their records and pass the white copy to the LA. Forms can also be returned to Torbay Connections Office, where staff will date stamp the blue copy for parents, or it can be posted to Student Services. Parents will be advised to send a stamped addressed card for acknowledgement that the application has been received.

Parents must submit their completed form by the closing date. Where a parent posts a CAF or SIF as the closing date approaches, he or she is advised to secure proof of posting in the event that the form is received after the closing date. If the proof of posting confirms that the form was submitted by the parent no later than the closing date, it will be considered as having been submitted on time even in the event that it is received after the closing date. It will not be for the LA or the school to prove that the form was submitted on time; the burden of proof will fall to the parent.

- 2.12 Torbay LA will forward details of applications received to all other admitting authorities by 8 February 2020. This will include all VA and Foundation schools and academies within Torbay. Applications for places outside Torbay will be sent electronically to the relevant LA for consideration under their scheme. Those LAs will be expected to forward applications to their VA and Foundation schools and academies. Information will be exchanged electronically except in the case of electronic failure.
- 2.13 Details provided to admitting authorities will not include parental ranking.

3 The Co-ordinated Scheme (including 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 through its own LA. In accordance with the current School Admissions Code the scheme is an Equal Ranking System.

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3.2 The LA forwards the details of applicants to admitting authorities but does not reveal the ranking. Admitting authorities then 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 apply the co-ordinated scheme by allocating pupils to the highest ranked school that can offer a place.

4 The Allocation of Places

4.1 The LA will act as a clearing house for all admitting authorities in the allocation of places and will allocate places according to the scheme detailed above.

4.2 The LA will:

- a) rank applications against admission criteria where it is the admitting authority for a school or acting on behalf of the admitting authority;
- b) allocate places and determine which place will be allocated if an applicant is eligible at more than one school;
- c) allocate a child to the next nearest school within Torbay with places available having regard to distance, time and transport costs where no preference has been allocated.

[N.B. Those who express a preference for a school place will have priority over those who have not expressed a preference for a school].

4.3 By 1 March 2020 all admitting authorities will have considered their applications and will forward to the LA a list of the applicants and rank each child against the over-subscription criteria. These lists will be compared and the children will be allocated one place under the co-ordinated scheme.

4.4 By 22 March 2020 Torbay LA will have applied the scheme and shortly after will notify other LAs of the details of the allocation of their residents.

4.5 Where another LA resident has made an application for a Torbay school and is unsuccessful with any or all of its preferences, the home LA will be expected to offer a school place. Similarly, where another LA is unable to offer a Torbay child a school place, Torbay will be expected to offer a school place.

4.6 All schools will be informed of their intake by 9 April 2020.

4.7 All parents will be notified on 16 April 2020. Parents who have applied online for a school place and requested email notification will receive an e-mail on 16 April. Other parents will be notified by second class post.

4.8 The letter to parents will inform them:

- a) which school their child has been allocated;
- b) why their child has not been allocated a place at the other preferred schools;
- c) details about the appeals procedure for those schools for which application was refused;
- d) the date by when appeals should be submitted;
- e) the date by which they should confirm acceptance of the place offered (1 May 2020).

4.9 Each admitting authority will provide information to the LA about the number of children allocated places under each oversubscription criterion and the LA will publish this information on its web site to inform parents in future years.

6 Revised for consultation November to December 2018. To be reviewed annually for required updates and legislation.

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5 Admission address

- 5.1 Parents must state the address where the child lives for at least 80% of the school week. Any split care arrangements must be supported by a court order. If there is a genuine shared care arrangement or no legal evidence of another arrangement, the address used for admission purposes will normally be the one where child benefit is paid, or the address from which the child is registered with a GP unless stated otherwise by an admission authority. The final decision as to the address to be used will rest with the admission authority or the LA acting on its behalf.
- 5.2 Where a school is oversubscribed the admission authority is liable to undertake checks to ensure that the stated address is correct. This may involve checking council tax records and/or asking for submission of proof of residence. Documents accepted will be at the discretion of the admission authority, but are likely to include council tax statements, utility bills, benefit statements or tax credit statements. Phone bills and bank statements are not acceptable.
- 5.3 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 may be made to the address to establish whether it is genuine. The council may make use of Torbay's address of convenience protocol. 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.
- 5.4 Where an applicant is a member of the UK forces or a crown servant returning from overseas, proof of posting will be required as in the School Admissions Code.

6 Applications for children living outside the UK

- 6.1 Places will be allocated according to current government guidance. Generally a photocopy of a passport showing that the child is living in the UK and is entitled to live in the UK will be required. There are currently different rules for European Economic Area residents and non EEA residents. No place will be given that conflicts with the requirements of UK Border Agency.

7 Duplicate and Disputed Applications

- 7.1 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.
- 7.2 Applications made by parents are subject to Data Protection legislation and the personal 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.
- 7.3 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.

8 Change of preference after Closing Date

- 8.1 Parents cannot change their preference between the closing date and Allocation Day.

7 Revised for consultation November to December 2018. To be reviewed annually for required updates and legislation.

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9 Change of Circumstances between Closing Date and Allocation Day

9.1 If there is a significant change of circumstances, parents may change their preference(s). Significant new circumstances are defined as follows:

- a) moving to a new address;
- b) where there are significant new medical reasons supported by a medical practitioner that may make the original allocation unsound;
- c) where a child is taken into care or accommodated and the change is supported by a letter from Social Care (providing that the information is new and was not available to the applicant at the time of the application).

Changes of address will be taken into account up to and including 15 March 2020 unless otherwise stipulated by an admission authority.

9.2 If a parent moves between the date of application and 15 March and does not notify the LA of the change of address, and is awarded a place they would not be entitled to because of the change of address, the place may be taken away.

10 Change of Circumstances after Allocation Day

10.1 If there is a significant change of circumstances (see definition above), parents may change their preference(s). Parents would not be required to relinquish the allocated school whilst their changed application was processed.

11 Change of Preference after Allocation Day

11.1 Unless there has been a significant change of circumstances (see above definition) then applications resulting from a change of preference will be considered but only if parents agree to relinquish the allocated place. This is to avoid parents collecting multiple offers. Changes must be notified in writing and will be processed in the following admission round.

12 Appeals

12.1 Where a parent has been refused admission to a school they will have the right of appeal. There will be a closing date of 24 May 2020 and any appeals submitted after this date will be considered later and may be at a disadvantage should any places become available through the appeals mechanism.

12.2 A parent will have the right of appeal for a place at any of the schools where they have been refused a place, except where the application is for a place outside the child's normal age group and the school can offer a place in the correct age group.

13 Late Applications

13.1 These are defined as applications that have been received after the closing date, 15 January and before the first day of term in September 2020 and have not been considered in the initial round and not offered a place on the Allocation Day.

13.2 Late applicants are entitled to express three ranked preferences. They should do this on a common application form which will be available electronically or on paper. A brochure will be available for parents to read giving information about the application process.

13.3 Admitting authorities will rank late applications as soon as practical and inform the LA. Decisions on late applications and requests for changes of preference received by the round 2 deadline of 3 May will be notified to parents on 17 May 2020 after admission authorities have confirmed that all the places that have been allocated have been accepted.

8 Revised for consultation November to December 2018. To be reviewed annually for required updates and legislation.

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Through liaison with the admitting authorities named on the application form the LA will ensure that the applicant has been allocated a school place but does not hold more than one offer. The place offered will be at the highest ranked school on the Common Application Form that can offer a place. Applications received after the second round will be processed as they are received, referred to admission authorities where appropriate and a place offered as soon as possible. All applications received after the initial deadline of 15 January and before the deadline for round 2 will be treated equally, along with any changes of preference following the allocation day. After that, applications will be prioritised in order of receipt. If a vacancy only arises after the day of receipt, all applications current on the date the vacancy arises will be ranked against the admission criteria for the school to determine who is offered the place.

14 Exceptional circumstances

- 14.1 Exceptionally a parent may be prevented from submitting an application by the deadline. Where there is a genuine and serious reason the LA or admission authority may agree to treat the application as on time. Acceptable reasons might be the death of a close relative or serious illness requiring hospitalisation. As the application period is for two and a half months, these exceptions will be rare. Where an applicant wishes their late application to be considered as on time they will need to submit their reasons in writing and provide supporting evidence as appropriate. This should be done as soon as possible after the closing date. Any unexplained delay will weaken the parent's case. The LA will notify the applicant of the decision when it has been made.

15 Waiting Lists

- 15.1 Admitting authorities for over-subscribed schools must maintain a waiting list of unsuccessful applicants for at least one term in the academic year of admission (31 December 2020).
- 15.2 Between Allocation Day and the first day of term in September 2020, admitting authorities will inform the LA (as clearing house) of any changes to pupil allocation lists. During this period the LA will inform any other admitting authority affected by changes in allocation lists.
- 15.3 Parents wanting their child to remain on a school's waiting list after 31 December will need to complete an in year application form during December. For schools within the co-ordinated scheme, parents will need to confirm their desire to continue on the waiting list, in writing, before the start of each half term. They will need to reapply each September unless an application form was completed on or after 1 June in the same calendar year. Admission authorities are not required to maintain a waiting list after 31 December.

16 Admissions after the initial Admission Round

- 16.1 These are defined as applications received after the first day of term in September 2020. At this point the admissions round is deemed to have ended and applications are considered to be 'in year'. The LA has a co-ordinated scheme for in year admissions.

17 Admission of children outside their normal age group

- 17.1 Where a parent wishes their child to be admitted outside their normal age group i.e. into reception when they are of an age to be admitted to year 1, the parent should follow the following procedure:
- a) they should apply using the Common Application Form for a place in the child's correct age group
 - b) at the same time or earlier they should notify the LA that they would like the child to be admitted to reception the following year

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c) the LA will then ask the parent to provide supporting information including professional evidence if appropriate. This information will be passed to the preferred schools (or the parent can pass it to them directly)

d) each preferred school will individually consider the circumstances of the request and reach a decision as to whether the child should be admitted into the following year group. The admitting authority will set out the reasons for their decision in writing to the parent and notify the LA

e) the parent will be informed of each school's response prior to the Allocation Day and will then be able to choose whether to

i) accept a place in the correct age group

ii) decline a place in the correct age group and apply in the following admission round

iii) accept a place in the correct age group and defer it, with a view to reviewing in the autumn term and applying in the following admission round if appropriate

- 17.2 Where a parent applies for a school place outside of the normal age group, and the admission authority has agreed for them to do this, they will need to compete for places with all children in that age group and a place in their preferred age group will not be guaranteed. Places will be allocated according to the admission criteria for each school. Where no preferred school is able to admit the child, the LA cannot guarantee that it will be able to provide a place outside the normal age group at another school.

Admissions to Primary Schools in September 2020 - Timetable

1 November 2019	Website opens for online applications and TIPS paper forms available
15 January 2020	Closing date for submission of Common Application Form
5 February 2020	LA exchanges data with other LAs
8 February 2020	LA notifies other admitting authorities of applications
1 March 2020	Foundation and VA schools and academies return ranked lists of pupils
15 March 2020	Cut-off for taking new addresses into account for first round
23 March 2020	Processing day when LA starts offer process
9 April 2020	Schools informed of allocation of pupils
16 April 2020	Allocation Day: Online applicants notified of allocation by e-mail. Other applicants sent letter by second class post.
1 May 2020	Deadline for parents to accept offer
1 May 2020	Closing date for second round applications
11 May 2020	Decisions on late applications
18 May 2020	Closing date for receipt of 1 st round appeals to be heard during main summer term session
25 May 2020	Deadline for parents to accept offer for second round applications
25 May 2020	Closing date for third round applications
8 June 2020	Decisions on third round applications
June/July 2020	Appeals
18 June 2020	Closing date for receipt of 2 nd round appeals
29 June 2020	Closing date for receipt of 3 rd round appeals
3 September 2020	Date when applications are treated as In Year Admissions