

## **Admission Arrangements 2023-2024**

On 1st April 2014 Estcourt Primary converted to Academy status, as part of School Partnership Trust Academies, now known as Delta Academies Trust.

Upon conversion, Estcourt Primary Academy became its own admissions authority; this means it is responsible for setting its own admissions arrangements. The Local Authority (Hull City Council) continues to be responsible for co-ordinating all admissions in their area, and making offers of places. Further details on how to apply for a school place can be found on the council's website:

[www.hullcc.gov.uk/admissions](http://www.hullcc.gov.uk/admissions)

From 2023-2024 the academy will accordingly admit at least 45 pupils into the relevant age group each year if sufficient applications are received.

All applicants will be admitted if fewer than 45 apply.

If there are more applicants than 45 and the academy is over subscribed, then after pupils with EHCPs in which consultation is agreed for, priority for any remaining places will be given to those who meet the oversubscription criteria set out below in priority order (point 5

relates to the admission of children into the reception class only):

- 1) Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after.
- 2) Children with exceptional medical or social needs.
- 3) Having a brother or sister who will be attending the school at the expected time of admission and resident in the catchment area of the school.
- 4) Having a brother or sister who will be attending the school at the expected time of admission but not a resident in the catchment area of the school.
- 5) A resident in the catchment area of the school, but not having a brother or sister who will be attending the school at the expected time of admission.
- 6) Having attended Estcourt Primary Academy nursery (Foundation One) for at least the three terms prior to admission into the reception class (Foundation Two).
- 7) Children of staff members, this is after any of the other named criterion above.

8) Geographical, with priority being given to those living nearest to the school as outlined

Criteria 7 will be used as a tie-breaker for other criteria if, after the allocation of statemented and looked after children the school is full from within any of the other admission criteria.

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Previously Looked After Children**

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those 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.

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 services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals **to be a child's special guardian (or special guardians**

### **Residence**

The normal family home is taken as the address where the child is resident and at which the person or persons with parental responsibility for the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (e.g. Sunday night to Thursday night inclusive). Where responsibility for a child is shared evenly, the address of the person receiving Child Benefit (CB) or the address used to register the child with a doctor if neither parent is in receipt of CB, will be used for admissions purposes. Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a Child Arrangement Order in place.

For children of UK service personnel and crown servants, the Academy will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area. The Academy will use the address at which the child will live when applying oversubscription criteria, as long as some evidence of their intended address. The Academy will use a Unit or quartering address as the home address where requested.

### **Sibling (brother or sister)**

Sibling is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent's/carer's partner living in the same family unit in the same family household and address who attends the Academy in any year group excluding Year 6. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

### **Children Missing in Education**

When children are added to the admissions register, the academy will record the expected start date of the pupil. If the pupil does not arrive on the start date, the academy will contact the Local Authority at the earliest opportunity.

When a pupil is deleted from the academy role, the admissions register will also record:

- o Name of the pupil's new school/academy
- o The expected start date at the new school/academy.

### **Exceptional Medical or Social Needs**

For an applicant to be considered under the exceptional medical or social needs criterion the parent must indicate strong reasons for the child needing to attend this particular Academy. Applications will only be considered under this category if they are supported by a written statement from an independent professional person such as a doctor, health visitor, social

worker, or Education Welfare Officer who knows about the child and supports their application to the Academy.

The information provided must show clearly why Estcourt Academy is the only school that can meet the needs of the child and any difficulties if alternative schools were offered. The information must confirm the exceptional medical or social need and demonstrate how this particular academy is the only school that can meet the defined needs of the child.

Evidence relating to the social or medical circumstances of the parent or other family member may be considered, but only if this impacts on the child and their need to attend this specific Academy. In addition to making it known on the Local Authority's Common Application Form when requesting priority for a place under this category, parents must also submit all relevant information, including professional evidence.

### **Distance**

The distance measure between the applicant's home and the Academy is provided by the Local Authority. Distance is calculated on the basis of the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. The front entrance of home property (residence) to the main entrance of the Academy site is used. The Local Authority uses RouteFinder, a computer mapping system, to make the measurements.

### **In-Year Admissions**

In-year admissions are applications made outside the normal round of admissions. An application for in-year admission should be made to School transfers | Hull City Council which coordinates in-year admissions on behalf of the Academy

### **Admission below compulsory school age and deferred entry**

The Academy must provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at the Academy:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the Academy until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Parents must notify the Academy in writing of their intention to delay their child's start date.
- c) Parents also have the right for their child to be admitted on a part-time basis during the Reception Class year, but not beyond the point at which they reach compulsory school age.

After a place at the Academy has been allocated by the normal admissions round, parents may wish to visit the Academy if they are considering deferring their child's entry or opting for admission to Reception part-time. Parents will have the opportunity to discuss their child's readiness for school, and the Academy will be able to explain the provision on offer to children in Reception, and how it is tailored to meet the needs of the youngest pupils.

### **Admission outside the normal age group**

Parents may seek a place for their child outside of their normal (chronological) age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that 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. Summer born children applies to those born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

Parents do not have the right to insist that their child is admitted to a particular year group. The Academy will admit children outside their normal age group only in exceptional circumstances. If parents wish their child to be admitted outside their normal age group they must still make their application alongside children applying at the normal age and must make their request for admission outside the normal age group clear on their Application Form to the Local Authority for a school place. At the same time, parents should also write to the Principal at the address below to request admission out of the normal age group. Parents should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. The decision made by Estcourt Primary Academy will be based on the individual circumstances of each case and in the best interests of the child concerned.

### **Appeals**

Parents have a right to appeal the decision of the admission authority. Parents who wish to exercise their right of appeal, need to complete an appeal form, which can be requested from the Local Authority by calling 01482 300 300. Appeal forms must be returned to the Local Authority within 20 school days of the date on their refusal letter (see Academy website for further information).

### **Waiting Lists**

A waiting list will be kept until the end of the Autumn Term for pupils requesting admission into F2. After this time frame, we accept written requests to remain on the waiting list for the

academic year. The school accept and work with the Fair Access protocols which may see pupils given priority to those on the waiting list.

### **Admissions to the Nursery**

Estcourt Primary Academy Nursery has an Admission Number (PAN) of 52. There are two sessions per day. All applications will be admitted if 52 or fewer apply. There is no appeal process for nursery places.

For further information on the application for nursery places and the oversubscription criteria please contact the Academy.

Please note: a place in the Nursery does not guarantee a Reception place in the Academy.

Proposed Admissions Policy for 2023/2024.