
Admissions Policy



Hall Meadow Primary School

This Policy covers 2021 – 2022

BY GOVERNORS: February 2020

NEXT REVIEW DATE: January 2021

Hall Meadow Primary School is committed to ensuring the welfare and safety of all our children in school. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse. All of our school policies and procedures reflect this priority.

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Admissions Criteria

Introduction

The Instrument of Government classifies Hall Meadow as an Academy school. The schools admission policy follows the Local Authority criteria.

School Details

Hall Meadow is a primary school admitting children of 4 - 11 years from the surrounding area.

- The annual reception intake is 30 children
- The official capacity is 210 children.

Organisation of Classes

The school is organised into 7 classes that are grouped with mixed years as follows:

Reception	1 class with a maximum of 30 children
Year 1	1 class with a maximum of 30 children
Year 2	1 class with a maximum of 30 children
Year 3	1 class with a maximum of 30 children
Year 4	1 class with a maximum of 30 children
Year 5	1 class with a maximum of 30 children
Year 6	1 class with a maximum of 30 children

Oversubscription criteria

Following the allocation of places to pupils who have an EHC Plan which names the school as appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

1. 'Looked after children' or previously 'looked after children' but immediately after being looked after became subject to an adoption, residence or special guardianship order
2. Pupils living within the defined area* who have an older brother or sister continuing at the school at the time of admission of the younger child
3. Pupils living outside the defined area* who have an older brother or sister continuing at the school at the time of admission of the younger child
4. Pupils living within the defined area* at the time of application and continuing to reside in the linked area up to the start of the entry term in September
5. Other pupils

*The defined area feeding Hall Meadow is referred to as the leisure village development between the A14 to the south, Northampton road to the east of the development and up to the railway line to the west – all houses between this specified area.

Tiebreaker

If the admission number is exceeded within any of the criteria priority will be given to those who live closest to the school.

Primary Schools Admission Policies - Definitions

When a school receives more applications than places available (Published Admission Number), the admission criteria are used to decide to whom the places are offered. In each case the criteria are applied in the order of priority stated. In many cases when the Admission Number is reached within one of the criteria groups, there is a “tie-breaker” based on distance.

For all Community and Voluntary Controlled primary schools, the following applies in conjunction with the stated criteria:

“Exceptionally, pupils with specific medical and social needs, supported by written evidence from an appropriate professional person, will be considered. Account will be taken of whether the needs related to the verified condition can only be met at the parents’ preferred school or at any school determined by the normal application of admissions criteria.”

The medical or social needs must relate to the child. The evidence of exceptional medical or social needs must be submitted with your preference form. This can be in a sealed envelope if preferred. The information provided will be assessed by appropriate senior professionals within the council. It will only be seen by staff responsible for assessing your application and will be treated as strictly confidential. The allocation of places for pupils with specific medical and social needs will be made immediately after the allocation of places to Children in Public Care and before any other criteria.

Definition of terms used

Unless otherwise specifically stated in the individual school’s criteria, the definitions of some of the terms used in the criteria are as follows:

Children in Public Care

Children who are in the care of a local authority or provided with accommodation by a local authority.

Sibling

Pupils who will have an older brother or sister continuing at the school at the time of transfer of the younger child. The definition of a brother or sister (sometimes referred to as a “sibling”) is:

- A brother or sister sharing the same parents;
- A half-brother or half-sister, where two children share one common parent;

- A step-brother or step-sister, where two children are related by a parent's marriage or partnership. The partners must have co-habited in a permanent exclusive relationship (as if they were husband and wife or civil partners) for a minimum of 2 years;
- Adopted children.
- A brother or sister must be living at the SAME address when the application is made.

Home address

The home address of a pupil is considered to be the permanent residence of the child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- Owned by the child's parent, parents or guardian;
- Leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration
- Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The county council reserves the right to seek further documentary evidence to support your claim to residence.
- You must notify the Admissions Team of any change of address during the admissions procedure.
- Please note that the county council is unable to allocate a place to anyone moving into the county from abroad or within the U.K prior to their arrival in the county. We would then require proof of residency as stated above. The only exceptions are children of UK Service personnel and other Crown Servants (including Diplomats).

"Any Other School"

This means any other state-funded primary school, including Infant, Junior and Lower Schools if they cover the age group in question, but excluding schools which allocate places solely on the basis of religious allegiance.

Joint Custody Arrangements

Where a child lives between two parents the qualifying address will be where the child sleeps the majority of the school week. If the child spends equal amounts of time at the two addresses parents must nominate which address they wish to be the child's main address. Documentary proof may be sought, such as a medical card. If a child is resident with any other relative it must be clearly stated on the preference form. It should be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

Distance tiebreaker

Unless otherwise stated, distances are measured from the centre of the property to the nearest access point to the school grounds. It is measured on a straight line basis, using a geographical information system.

Pupils who live furthest from their nearest alternative school

An alternative school is one at which a place might have been allocated as an alternative to the preferred school. Schools which allocate places solely on the basis of religious allegiance are not regarded as alternative schools. The nearest alternative school does not have to be one of the stated preferences.