



ADMISSIONS POLICY FOR HILLBROOK PRIMARY SCHOOL IN 2024/25

The Planned Admission Number for the school for 2024-25 is 90

Places will first be allocated to Children with an Education Health and Care Plan which names the school or for whom the school is being consulted with by the responsible Local Authority (see additional information below). These children will be included in the overall admission number of the school. In the event of oversubscription, the remaining places will then be offered in the following order of priority:

- (i) Looked after children and those who ceased to be looked after children because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order. This includes those children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note 1)
- (ii) children with a professionally supported exceptional medical need or exceptional social need for a place at a particular school, as decided by the school's Governing Board (note 2);
- (iii) brothers and sisters of children on the roll of the school on the date of admission (note 3);
- (iv) children of staff employed directly at the school (note 4)
- (v) children in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System. (note 5).

If there are more applications than places within any category, applications will be considered in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System (notes 5 - 7).

Notes:

1. *A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989. Priority under this criterion will also be given to those children who appear to the Local Authority to have*

been in state care outside of England and ceased to be in state care as a result of being adopted. Documentary evidence will be required in all circumstances.

- 2. Applications made on exceptional medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social grounds must be supported by a current letter from a social worker or other care professional working with the family. The letters must give reasons why the child's condition or circumstances make it necessary for the child to attend the school applied for, and the difficulties that would be caused if the child had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under this criterion. The Governing Board may request professional advice, from within or outside Wandsworth Council, before reaching a decision.*
- 3. A sibling is a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority.*
- 4. Priority to children of staff will be given only 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. The member of staff must be employed on at least a 0.6 full time (FTE) basis and employed directly at the school (rather than through an agency or third party organisation). The number of places offered under this criterion will be limited to a maximum of one place per form of entry (FT) at the school.*
- 5. The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property determined by the National Land Planning Gazetteer and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random.*
- 6. The permanent address of the parent/guardian with whom the child is living on the closing date for applications will be used for this purpose and this must be the address where the family normally lives. Parents are not permitted to use a temporary address to secure a school place for the child. A business address, a child-minder's address, or any address including a family member's address other than the child's permanent home will not be accepted. Proof of address will be sought and if there is any doubt about the validity of the address given it may be the subject of further investigation. Please see the "Choose a Wandsworth Primary School" admissions brochure for further information.*
- 7. Where a child lives with parents with shared custody/responsibility, the address where the child spends the majority of the week should be used by parents for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be reached between the parents and Child Benefit is claimed, the address that is registered for this claim will be used. Additional proof may be requested, e.g. court order or a solicitor's letter to confirm the arrangements.*

8. *There is no automatic right of transfer from the nursery class to the infant reception class within the same primary school. If there are more applications than places available, priority will be based on the above criteria alone.*

Additional Information

Method of Application for Reception

Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online via www.wandsworth.gov.uk/admissions or on a paper form available from the school or their local council's School Admissions Team. The closing date for Reception class applications will be 15 January 2024. Outcome notifications will be sent out on 19 April 2024. Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

Twins and Children of Multiple Birth

Twins, children of multiple birth and children born in the same academic year will be considered individually alongside all other applicants. Every effort will be made to accommodate all children within the same school even if this means that the PAN will be exceeded.

Children with an Education Health and Care Plan

Children with an Education Health and Care Plan (EHCP) are considered for places separately outside of the mainstream admissions process. Places will first be allocated to children with an EHCP which names the school or for whom the school is being consulted with by the responsible Local Authority. These children will be included in the overall admission number of the school. If, following consultation, the place is not required at the school, it will be offered from the school's waiting list.

Waiting List

Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Further information will be provided in the notification letter. The Council will publish an appeals timetable annually on its website showing the relevant deadlines.

Date of Admission/Deferred Entry

Children will normally be admitted to the reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Children will not normally be admitted to Reception prior to the September following their fourth birthday.

Delayed Admission of Summer Born Children to Reception to the following September¹

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. However, if there are exceptional reasons, parents can request that the child is admitted outside his/her age group. Such requests would normally apply to children that are summer born² and there are significant reasons that would benefit the child's academic, social and emotional development by starting Reception a year later.

We recommend that parents considering delaying entry to Reception to the following September discuss this with their preferred schools before making a formal request. The school may wish to discuss how your child's needs could be met within their actual age group and the impact of being educated with children of a different age group.

If, following this discussion, parents wish to proceed with the request they should apply for a school place in your child's actual age group by the closing date of 15 January 2024 and include a written request with the application. The Council will then write to you to confirm the request has been received and that your current application has been cancelled.

It will be necessary to reapply for a Reception place in the following year. There can be no guarantee that there will be a place available at the school as this will depend upon the number of applications and pattern of admissions in that year. If the preferred school(s) are oversubscribed, the application will be considered in accordance with the schools' admission criteria. It is not possible to reserve a place for the following year.

Please see www.wandsworth.gov.uk/admissions for further information.

Admission of children outside their normal age group to other year groups¹

¹ This is interim guidance on the consideration of requests to be admitted outside a child's normal year group following the government's announcement in September 2015 to make changes to the Admissions Code. This may be superseded by the publication of a new Admissions Code.

² For admission purposes, summer born children are defined as born between 1 April and 31 August.

Any request for admission outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.17-2.17B of the Admissions Code.

The Council, as the admission authority for Wandsworth community schools, will consider requests on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Head teacher's views will also be taken into account. Each case should be supported by a letter from a professional (e.g. GP, Hospital Consultant, Social Worker) that provides the reasons for admission outside of the chronological year group. If the request is approved, the application will then be considered.

in accordance with the school's oversubscription criteria in the event of oversubscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

Children will not normally be admitted to Reception prior to the September following their fourth birthday.

In Year Admissions

For in year admissions, parents/carers must apply to the school on the Wandsworth in Year Common Application Form. Applications will be considered in accordance with the above oversubscription criteria. In the event that it is not possible to offer a place the waiting list and appeals procedures described above will apply.

Fair Access Protocol

Wandsworth community schools participate in the local authority's in Year Admission Fair Access Protocol to allocate places exceptionally to vulnerable and other children in accordance with the School Admission Code 2014. Where required, the admission of such pupils under the protocol takes precedence over pupils on a school's waiting list and may require the school to admit above the planned admission number for the relevant year group.