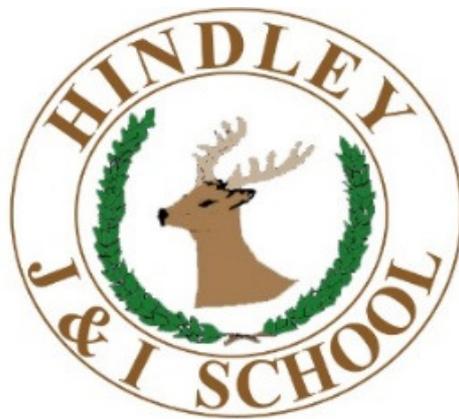


# Hindley J and I School



## Admissions Policy

October 2019

Review date: October 2020

Mr S Wallace (Headteacher)

Mr G Doubleday (Chair of Governors)

## **Introduction**

Hindley Junior and Infant School is a community school. The Local Authority is the school's admission authority. The School Standards and Framework Act 1998 and the Education Act 2002 are the laws that the Local Authority (LA) must follow when dealing with admissions to schools.

## **Admission number**

Each School has an admission number. This is based on the size of the building. The admission number for Hindley Junior and Infant School is 30.

## **Admission Arrangements**

Admission arrangements include the admission number, overall procedure, practices and oversubscription criteria which are used to decide on the allocation of school places.

Admission authorities must ensure that their admission arrangements are lawful and comply with the statutory provisions of the School Admissions Code. The statutory consultation process, as stipulated in the School Admissions Code 2014, was carried out by Wigan Council to set the school's admission arrangements for 2018-19.

## **Oversubscription criteria**

Where a school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to pupils who have a statement of special educational need or education health and care plan which names the school:

1. Looked after children and 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 residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order.
2. Children with physical and / or medical difficulties who the Local Authority have determined, following an assessment of the child's needs and consultation with the school, require a resourced place at the school.
3. Children whose older brothers or sisters attend the school and will still be there at the time of admission.
4. Children who live closest to the school.

If there are more children in one category than we have places for, the children living nearest to the school have priority.

We measure distances in a straight line using a Geographical Information System. This system is based on Ordnance Survey maps.

### **Tie-breaker**

If the Local Authority offers the last place available at a school to one of twins (or triplets, or so on) the policy is to admit the other twin or triplets too. But it is not possible to do this if it would mean class sizes go above the legal limit. In this situation, the Local Authority will offer the place that is available and the parent/carer can decide which child will take up the place. At the same time the Local Authority will tell the parent/carer which other schools could take all the children.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases we will use a system to randomly pick who will be offered a place. A copy of this policy is available on request from the Local Authority.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who receives child benefit for this.

### **In year applications**

Parents/carers can apply for a place for their child at any time to any school outside the normal admissions round.

Wigan Local Authority administers in year applications on behalf of the majority of Wigan schools. If we receive an in year application for a place and the number in the year group is less than the admission number we will offer a place.

If the school is full because it is already at or over its admission number, parents will be offered the right of appeal.

In exceptional circumstances, a place may be offered to an in year applicant without a school place if a school is full in accordance with the Fair Access Protocol.

### **Children refused a place at Hindley Junior and Infant School**

We must give parents a place at the school they want for their child if we can but the law says that we do not have to do this if it would cause problems for the school.

The legal phrase for this is that it would: “Prejudice the provision of efficient education or the efficient use of resources” and is in Section 86(3) of the school standards and Framework act 1998.

### **Net capacity**

The net capacity of Hindley Junior and Infant School is 210.

### **How pupils are organised**

#### **Early Years/Key Stage One**

There are three classrooms for Early Years, Year 1 and Year 2. There is one teacher per class. None of the classes in the school are vertically grouped.

#### **Key Stage 2**

There are four classrooms in Key Stage 2. There is one teacher per class. None of the classes are vertically grouped.

### **Admission for Pupils with Complex/Medical Needs**

The places available for children with complex physical/medical needs at Hindley J & I School are known as ‘resourced places’ and are within those provided through the school’s normal budget with a small amount of additional funding from the Local Authority.

### **Definition of Children with Physical/Medical Needs**

Children with complex physical/medical needs are defined as those who show evidence of one or more of the following, which have a profound and long term impact on the development of academic and social skills.

- ✓ An inability to make progress through the curriculum without the extensive use of specialist materials, aids, equipment, furniture, adaptations to the physical environment of the school, and high levels of adult support.
- ✓ Significant difficulties for which there is clear substantiated evidence, based on specific examples that these difficulties are as a result of the child’s physical/medical needs.

### **Admissions Criteria**

For a child with physical/medical needs to be placed in the resourced provision at Hindley J & I School, there must be evidence from a range of professionals, including medical

services, educational psychologist, specialist teaching services, and Early Years Teams where appropriate, that he/she fits the definition, and has:

- ✓ An EHCP
- ✓ Local Authority decision ( in consultation with the school)
- ✓ A multi-disciplinary diagnosis of having physical/medical needs
- ✓ Significant and persistent physical/medical needs
- ✓ Learning and social needs which require:
  - regular and consistent access to a range of therapies delivered by external specialist staff
  - cannot be effectively met within a non-specialist environment

### **Admissions Procedure**

To ensure consistency, fairness and transparency within the admissions process, admissions to the resourced provision for children with physical/medical needs at Hindley J & I School will be determined by an agreed procedure. The LA and the school will work together to make sure that the child's needs are met, parent/carer views addressed, and the capacity of the school considered.

In accordance with the SEND Code of Practice, account will be taken of any concerns that the admission of an individual child will be incompatible with the efficient education of other children at the school, and whether the Governing Body or the LA can take reasonable steps to prevent that incompatibility.

The agreed procedure for admissions is as follows:

- ✓ An EHCP or draft will be in place
- ✓ Where the preference of the parent/carer/child is known to be for resourced mainstream provision, and the child's needs reflect those described in the Admissions Criteria, parents/ carers will be notified that a referral has been made for a resourced place at Hindley J & I School.
- ✓ Where preference is not known, a nominated SEN Officer or Parent Partnership Officer will contact the parents/carers to ascertain their views.
- ✓ The LA will consult the Headteacher regarding the potential admission to the school. This will be a written referral, i.e. a letter accompanied by the draft Statement and appendices and/or Annual Review information.
- ✓ The Headteacher will be asked to consider the referral details and will contact the named SEND Officer for clarification and further discussion where appropriate.

- ✓ If appropriate, the Headteacher will then arrange a visit for the child and his/her parents/carers. This will allow the parents/carers to see the facilities and resources available at the school, and discuss how their child's special educational needs will be met.
- ✓ If appropriate, the Headteacher, or nominated representative, will visit the child in his/her current setting to gather more information on the individual needs and functioning within a structured setting.
- ✓ The Headteacher, or nominated representative, will contact the SEND Officer to confirm that the pre-admission visit has taken place, discuss an appropriate admission date and clarify any other issues around transition/admission arrangements.
- ✓ The Headteacher, or nominated representative, will facilitate the admission process for the child through appropriate liaison with the family and the child's current setting.

## **Exit Criteria**

Although it should not be assumed that once the LA has issued an EHCP it will maintain that statement until the child leaves school, it is likely that children with the most complex physical/medical needs will continue to require the LA to determine the special educational provision required to enable them to make progress.

All EHCPs must be reviewed at least annually, and the LA has a duty to ensure that Head teachers undertake this process. Any changes to the provision specified in the child's EHCP will be considered at this time, including the suitability of a non-resourced mainstream placement.

The process to determine a child leaving the school's resourced provision will be based upon:

- ✓ the Annual Review of progress
- ✓ a clear understanding of the child's SEN and appropriate interventions
- ✓ parent/carer views
- ✓ child's views

If a non-resourced mainstream placement is being considered, the Headteacher will arrange for an Educational Psychologist to provide up-to-date advice on the child. A SEND Co-ordinator will be invited to attend the review meeting and the options for the child considered. If agreed, an integration plan will be drawn up. This will detail:

- ✓ timescales for action
- ✓ roles and responsibilities of all parties
- ✓ support for the child in the mainstream setting.