



## **Admission arrangements for Hatch Ride Primary School**

### **Academic year 2023-24**

#### **1. Introduction**

1.1 The admission arrangements set out below are for the children born between 1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2019.

1.2 **Hatch Ride Primary School** is an Academy and part of a multi-academy Trust called The Corvus Learning Trust. The Corvus Learning Trust is the admission authority for this school. The Corvus Learning Trust has delegated to The Governors' Admissions Committee of Hatch Ride Primary School the responsibility for administering admissions to the school. The Governors' Admissions Committee works in close collaboration with Local Authorities to manage the admission process for parents and carers.

1.3 The Governors' Admissions Committee have agreed to set the following admission arrangements in accordance with the applicable legislation and the School Admissions Code. They conform to the requirements of the Wokingham Borough Council's coordinated admissions arrangements.

1.4 The school is a partner in the coordinated admission arrangements for primary admissions in Wokingham LA and follows their admission timetable.

#### **2. Published Admission Number (PAN) for Hatch Ride Primary School for September 2023**

2.1 The total pupil admissions number (PAN) will be 30.

#### **3. Making an application for Reception for September 2023**

3.1 The Governors' Admissions Committee as part of their delegated responsibility will manage the applications for Hatch Ride Primary School. Parents/carers wanting their children to attend the school must apply to their home Local Authority as they would for any other state school by the closing date of 15 January 2023.

3.2 Applications for entry to Hatch Ride Primary School in the school year September 2023 - August 2024 must be included on the LA Common Application Form or the online site for the applicant's home local authority (i.e. the Authority in which the parents/legal guardian pays council tax) and must be submitted to that LA. Full details are available in the LA Admissions Guide.

3.3 The Governors' Admissions Committee will consider all applications during March 2023 and applications will be ranked in accordance with the oversubscription criteria. Wokingham LA will be notified as per the co-ordinated scheme. Offers and refusals of places will be sent by the home LA on 16 April 2023 (or next working day). Parents will be given a date by which to accept an offer.

#### **4. Late applications for Reception place(s) in September 2023**

4.1 If an application is received after the deadline, 15 January 2023 this will be considered 'late'. Late applications will be processed in line with the LA coordinated admissions scheme.

#### **5. Deferred and delayed entry to reception September 2023**

5.1 For admission to school for the 2023- 24 school year, the school will offer all children a full time school place from the September following their fourth birthday. Parents may request that their child attends part-time until the child reaches compulsory school age.

5.2 Parents of a child whose fifth birthday falls between 1 September 2023 and 31 March 2024 may request that their child is not admitted until later in the school year 2023- 24 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

5.3 Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached compulsory school age, this must be discussed with the Headteacher to agree the effective date.

5.4 For children whose fifth birthday falls between 1 April 2024 and 31 August 2024 (summer-born children), parents who do not wish them to start school in school year 2023-24, but to be admitted to the Reception Year in September 2024, should proceed as follows. They should apply at the usual time for a place in September 2023 together with a written request that the child is admitted outside his or her normal age group to the Reception Class in September 2024. N.B. Parents would need to provide strong supporting reasons for seeking a place outside the normal age group.

5.5 If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2024) for a Reception place in September 2024. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2023 (N.B. it will still be subject to the oversubscription criteria below) or to withdraw their application and apply in the second half of the summer term 2024 for a Year 1 place in September 2024. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2023-24 Reception Year group.

#### **6. Admission of children outside their normal age group for [Hatch Ride Primary School](#)**

6.1 Children are normally allocated to their chronological year group. Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.

Parents must submit their request alongside their application and include all supporting documentation. Each case will be considered on its own merits and circumstances and in the pupil's best interest.

## 7. The Criteria for a place at Hatch Ride Primary School

7.1 The admission authority is required by law to admit all pupils with an Educational Health and Care Plan, which names Hatch Ride Primary School in the Plan.

7.2 When Hatch Ride Primary School is oversubscribed for the reception year group, applications for entry in 2023-2024 will be ranked in the following order.

- (A) Looked After Children<sup>1</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>2</sup> (or became subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) immediately following having been looked after. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>5</sup>
- (B) Children who have either medical or social grounds for admission to Hatch Ride Primary School. This evidence must set out the particular reason why the school is the only suitable school and the difficulties caused if the child had to attend another school. The Governors' Admissions Committee decision in these matters is final. An additional form will need to be completed.
- (C) Children of staff at the school. Where a 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 demonstrable skill shortage. The skills shortage area will be determined by The Governor's Admissions Committee.
- (D) Children who have a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school.
- (E) Children whose permanent home address is within the school's designated area of the school.

## 8. Tie breaker

8.1 Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Applicants fulfilling no criteria will also be prioritised in order of distance, after all other applicants fulfilling criteria have been considered. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points

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<sup>1</sup> A 'looked after child' is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England 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.

<sup>2</sup> 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's Act 2002 (see section 46 adoption orders).

<sup>3</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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.

<sup>4</sup> 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).

<sup>5</sup> 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.

for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance to three decimal points between the two address points using a 'direct distance mathematical routine' within the system used by the local authority into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is at least 10 miles.

8.2 In the event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be in the form of drawing of lots, which will be supervised by someone independent of the school.

## 9. **Looked After Children or Previously Looked After Children**

9.1 Applications must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.
- For children that have been in state care outside of England: documentation must prove that the child has been in state care outside of England in care of or accommodated by a public authority, a religious organisation or any other provider of care whose main purpose is to benefit society.

## 10. **Social and Medical Application**

10.1 If a child has a social and medical need that would cause significant physical and / or mental hardship, an applicant can indicate that they wish their application to be considered under social and medical grounds. A Social and Medical Supplementary Information Form must be completed.

10.2 It is the applicant's responsibility to obtain a Social and Medical Supplementary Information Form which must be completed and returned to The Governors' Admissions Committee at Hatch Ride Primary School along with supporting written evidence from a professional by the given closing date. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation.

10.3 This evidence must prove why Hatch Ride Primary School is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school

10.4 It is the applicant's responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

10.5 All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

10.6 Requests will be considered in accordance with the Equalities Act 2010.

10.7 Your application cannot be considered if you do not complete a Social and Medical Supplementary Information Form and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2023 for consideration prior to the main allocation of places. The Governors' Admissions Committee will consider the supporting evidence provided and will advise the applicant of its decision; the committee's decision is final. Any evidence received after 15 January 2023 will not be taken into account in the main allocation of places but will be considered later.

## 11. **Sibling**

11.1 A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

## 12. **Staff**

12.1 Any application submitted under this criterion will be confirmed by the school to determine if the application meets the set criterion. The skills shortage area will be determined by The Governor's Admissions Committee.

## 13. **Home address**

13.1 Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement. Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered to be temporary arrangements. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home

13.2 Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant

has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

13.3 Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.

13.4 Reference to council tax records will be made to determine a single address for consideration of a place under criteria F.

13.5 After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

13.6 Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, The Governors' Admissions Committee will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

13.7 It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is 15 January 2023. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

13.8 A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

13.9 The admission authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

#### 14. **Split living arrangements**

14.1 Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. formal residence order, child arrangements order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week.

14.2 Where there is an equal split or there is any doubt about residence, the authority will assess and make a judgement about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- Any legal documentation confirming residence
- The pattern of the residence
- The period of time over which the current arrangement has been in place
- Confirmation from any previous school or early years setting of the contact details and home address supplied to it by the parents
- Where the child is registered with the GP
- Any other evidence the parents may supply to verify the address

14.3 It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

## 15. **Applicants from abroad**

15.1 An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own by 15 January 2023. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from Hatch Ride Primary School.

## 16. **Multiple births or children with birth dates in the same academic year**

16.1 Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth in the same school year; places will be offered even if this will result in the school going above admission number.

## 17. **Waiting lists**

17.1 The local authority will initially maintain a waiting list for unsuccessful applicants which will be passed to the school to maintain from the start of the term in September 2023. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents/Carers who are unsuccessful will be asked if they wish their son or daughter to be placed on the waiting list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. At the end of the school year the waiting list will end, and parents will need to reapply for a place for the following year. Reminders will not be sent. Parents/Carers are requested to notify Hatch Ride Primary School if at any time they no longer wish their child to be considered for a place at the school.

17.2 Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

**18. Appeals**

18.1 All applicants who were not allocated a place at the school will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. Details of the appeals process will be sent to the applicant if they are not offered a place, this will also be available from the school's website.

18.2 Applicants will be informed where the admission of additional children would breach the infant class size limit.



## Part 2

### **In-year Admissions applications for a place(s) at Hatch Ride Primary School**

1. All applications for admission to the school outside the normal admissions round will be treated as in-year applications. Pupils admitted under the Wokingham Fair Access Protocol may take priority over children on the Waiting List.
2. Parents/Carers wishing to apply for a place at this school should obtain a copy of the In-Year application form from the School website or via Wokingham Borough Councils website. This should be completed and returned to Hatch Ride Primary School in accordance with the instructions on the application form. Parents will be advised of the outcome of the application by the school following determination by The Governor's Admissions Committee.
3. Where there are places available then The Governors' Admissions Committee will determine a place can be offered to the applicant. If however at the time of this determination the school has more applications than places available in the same year group, all the applications will be ordered according to the criteria used in determining initial admissions and will be considered in that order and places will be offered accordingly.
4. Unless they are statutorily obliged to admit the applicant or the application is covered by the Local Authority's Fair Access Protocol, The Governors' Admissions Committee will, when reaching a decision on an application for admission to a full year group will refuse the application. Unsuccessful applicants will be placed on the waiting list.

#### **The Criteria for a place at Hatch Ride Primary School**

5. The admission authority is required by law to admit all pupils with an Educational Health and Care Plan, which names Hatch Ride Primary School in the Plan.
6. The admission authority will then admit all applicants if it is possible to do so without exceeding the admission number determined for the year and in accordance to the following criteria:
  - (A) Looked After Children<sup>6</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>7</sup> (or became subject to a child arrangements order<sup>8</sup> or special guardianship order<sup>9</sup>) immediately following having been looked after. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>10</sup>
  - (B) Children who have either medical or social grounds for admission to Hatch Ride Primary School. This evidence must set out the particular reason why the school is the only suitable school and the difficulties caused if the child had to attend another school. The Governors'

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<sup>7</sup> 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's Act 2002 (see section 46 adoption orders).

<sup>8</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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.

<sup>9</sup> 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).

<sup>10</sup> 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.

Admissions Committee decision in these matters is final. An additional form will need to be completed.

- (C) Children of staff at the school. Where a 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 demonstrable skill shortage. The skills shortage area will be determined by The Governor's Admissions Committee.
- (D) Children who have a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school.
- (E) Children whose permanent home address is within the school's designated area of the school.

#### **Tie breaker**

7. Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Applicants fulfilling no criteria will also be prioritised in order of distance, after all other applicants fulfilling criteria have been considered. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance to three decimal points between the two address points using a 'direct distance mathematical routine' within the system used by the local authority into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is at least 10 miles.

8. In the event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be in the form of drawing of lots, which will be supervised by someone independent of the school.

#### **Looked After Child or Previously Looked After Child**

9. If a parent or LA (where relevant) wishes to apply under this criterion it is their responsibility to ensure that all relevant paper work is submitted with the application, for example of a copy of the relevant order issued by the family court. Should the relevant documentation not be submitted with their application it will be assumed that the parent does not wish these circumstances to be taken in to account.

#### **Social or Medical**

10. If a child has a social and medical need that would cause significant physical and / or mental hardship, an applicant can indicate that they wish their application to be considered under social and medical grounds.

11. It is the applicant's responsibility to obtain a Social and Medical Supplementary Information Form which must be completed and returned to The Governors' Admissions Committee at Hatch Ride Primary School along with supporting written evidence from a professional by the given closing date. The supporting evidence for social and medical grounds should be from the relevant registered

professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation.

12. This evidence must prove why Hatch Ride Primary School is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school

It is the applicant's responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

13. All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

14. Requests will be considered in accordance with the Equalities Act 2010.

### **Sibling**

15. A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

### **Staff**

16. Any application submitted under this criterion will be confirmed by the school to determine if the application meets the set criterion. The skills shortage area will be determined by The Governor's Admissions Committee.

### **Home address**

17. For In-year admissions, all applications will be processed by The Governor's Admissions Committee. Evidence will be requested to prove residency, i.e. council tax bill.

### **Offer of a place at [Hatch Ride Primary School](#)**

18. Parents/carers will be contacted by letter or email if an offer of a place can be made at the school. Parents will then be advised of the process to start their child at the school.

### **Waiting list for a place(s) at [Hatch Ride Primary School](#)**

19. Hatch Ride Primary School will maintain a waiting list for unsuccessful applicants. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents/Carers will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. At the end of the school year the waiting list will end and parents will need to reapply for a place for the following year. Reminders will not be sent. Parents/Carers are requested to notify Hatch Ride Primary School if at any time they no longer wish their child to be considered for a place at the school.

### **Appeals for a place(s) at [Hatch Ride Primary School](#)**

20. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Details of the appeals process will be sent to the applicant if they are not offered a place, this will also be available from the school's website.

### **Admission of children outside their normal age group for [Hatch Ride Primary School](#)**

21. Children are normally allocated to their chronological year group. Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.

22. Parents must submit their request alongside their In-year application and include all supporting documentation. Each case will be considered on its own merits and circumstances and in the pupil's best interest.