

Admission Policy 2018-19 North Carr Collaborative Academy Trust

North Carr Collaborative Academy Trust

- Highlands Primary School
- Bude Park Primary School
- Kingswood Parks Primary School

The admission arrangements explain how pupils will be admitted, including how many children. It also sets out a procedure if the school is oversubscribed.

Further details on how to apply for a school place can be found at www.hullcc.gov.uk/admissions

For the school year **2018-19** the schools that make up the North Carr Collaborative Academy Trust will adhere to the following admission arrangements.

Each school has an agreed admission number of pupils for entry in the Reception Class (also known as Foundation Stage 2).

The school will accordingly admit up to this number of pupils in the relevant age group if sufficient applications are received. All applicants will be admitted if this number is not reached.

All pupils with a Statement of Special Educational Needs or Education Health Care Plan that names the school will be admitted.

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

1. All 'looked after children' or 'previously looked after children'. A looked after child is one 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). A previously looked after child is one who was previously looked after but ceased to be so because they were adopted (see Adoption and Children's Act 2002 section 46) or became subject to a child arrangement order (see definition in Section 8 of the children's Act 1989) or a special guardianship order (see the definition in section 14a of the Children's Act 1989)
2. Children of **staff** employed by in the school for a minimum of 25 hours for a minimum of 1 (child of staff is defined as any child who resides permanently with a member of staff or for whom that member of staff holds parental responsibility.)
3. Children whose parents reside within the **catchment area** of the school at the time of application. Proof of residence will be required. (Catchment area is marked on a plan).
4. Children, with a **sibling** attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
5. Other children by distance from the school, with priority for admission given to children who **live nearest to the school**. (This being the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads on the current street map of the city. Front entrance of home property (residence) to main entrance of school site is used.

Random allocation will be used if the number eligible under criteria 3 means that the published admissions number is exceeded. This process will be independently verified.

The names of those children whose parent(s) have submitted applications under the arrangements set out in the co-ordinated admissions scheme for a place at the school and who **are resident in the catchment area** (criterion 3) but have not been allocated a place using criteria 1, 2 and 4 will be placed on the school's 'random allocation list'.

This list will be organised in alphabetical order by surname and then each child assigned a number according to their position in that list. An appropriate random number generator computer programme will be used to then select random numbers for the remaining unallocated places until the school reaches its proposed admission limit.

After the initial allocation of places a waiting list will be maintained until the end of the autumn term and will be ranked according to oversubscription 1 – 5 above. All allocations from the waiting list will be made using these criteria. No further random allocation will be made.

Admission Numbers:

Kingswood Parks Primary	90
Highlands Primary School	60
Bude Park Primary School	40

Appeals

If you are unsuccessful in obtaining a place at your preferred school, the options available to you are -

- accept a place at the school allocated
- consider requesting a place at an alternative primary school which still has vacancies
- appeal against the decision of the Hull City Council to an independent panel, which will consider the matter. Even if you are allocated your second or third preference school, you may submit an appeal for your preferred school.

How to make a formal appeal

An appeal form and guidance will be included with your allocation letter. The completed form should be returned to the admissions team by the date specified on the appeal form. The appeal will be heard within 40 school days of the closing date for appeals by an independent appeal panel arranged locally. For more information please contact

Admissions team
Children and young people's services
Hull City Council
Treasury Building
Guildhall Road
Hull
HU1 2AB

Tel: 01482 300 300

Text phone: 01482 300 349

Email: lsadmissions@hullcc.gov.uk