



# Admissions Policy

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Last Reviewed: February 2020

### **Admission arrangement: September 2019**

Mill Hill Primary School operates a two form entry system, meaning children will be allocated into two classes per year group. The main intake is into our Reception classes in September (Autumn Term), but parents can apply to transfer their child to us at any stage of the school year from any other school, either within the Local Authority or from elsewhere in the country.

### **Applying for a school place**

Mill Hill Primary School strictly adheres to the admissions legislation as set by our Local Authority, City of Sunderland. We admit children from the age of 4 to 11 years. Admission information is supplied to parents by the LA in the Autumn Term and parents must complete the application form, expressing three preferences. The preference period for choosing a school normally runs from October to January; applications received after this date will be considered after those received on time so parents are advised to apply promptly when the preference window opens.

### **How school places are allocated**

The admission criteria for Community and Voluntary Aided Schools are as follows:

- (i) 'Looked-after' child – a child that is 'looked-after' by a Local Authority, in accordance with Section 22 of the Children's Act 1989(b) and a child who was looked after, but ceased to be so, because of adoption (or become subject to a residence order or special guardianship order).
- (ii) A sibling link – an older brother/sister or older child (including adoptive or stepchildren) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.
- (iii) Exceptional medical or psychological reasons (parents must include a medical or psychological report, prepared by a professional, to confirm information which you include in the appropriate section of the application form. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional.) If a parent intends to use this criterion when expressing a preference, we will direct them to the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).
- (iv) Pupils for whom preferences are expressed on grounds other than those outlined above.

Within each of the above categories, places will be offered on the basis of distance from the centre of the home to the main entrance(s) of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a Geographical Information System (GIS).

Where a pupil has an Educational and Health Care Plan naming the school, a place will be offered at the school (subject to confirmation by the SEN Unit). Parents who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter but are also available from the School Admissions Team.

### **Oversubscription**

In instances where places are oversubscribed, the Local Authority Admissions Team will intervene to determine final allocations. They will consider the factors included in the admissions criteria and will liaise with the parents on the school's behalf to advise on the right to appeal.

### **Right to Appeal**

If a parent applies for a place at Mill Hill Primary School for a child, and the year group required is oversubscribed, the parent will be informed of this by us at the first point of contact. If, however, the parent wishes to pursue the possibility of transferring a child to us, there is an appeals process in operation that they may choose to follow. However, the Governing Body have a clear Statement of Intent regarding admission appeals, which will be made known to an appeals committee.

### **Waiting list**

Where an appeal is heard and is unsuccessful, parents may request to be held on a waiting list so that they are informed when the next vacancy arises on roll. The list is held by the school office, which would be the first point of contact in such instances.

### **Mid-year transfers**

If a parent applies to move their child to Mill Hill Primary at any other time than through the Reception admissions, there is a protocol to follow before the move can be approved. In the first instance, the parent should meet with the Headteacher of the school the child is transferring from to advise them that a move is being considered.

Parents will be required to complete and sign a Pupil Transfer Notice, which will also be signed by the Head Teacher. This form will then be sent to Mill Hill Primary.

Parents are advised to make an appointment to meet with our Headteacher, in order to discuss:

- Whether places are available;
- When the move can take place;
- Our transition information.

### **Monitoring and review**

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the Local Authority.

The policy will be regularly reviewed.