



Admissions Arrangements for Hackney New Primary School Entry in 2023

Approved by: Eko Trust

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Definitions

In this document the following words and expressions (unless the context requires otherwise) have the following meanings:

Hackney New Primary School – Throughout this document the term ‘HNPS’ refers solely to Hackney New Primary School acting as its own admission authority.

Siblings - Brothers and sisters living at the same address as the child for whom the application is being made. This includes half brothers and sisters, step brothers and sisters who live at the same address.

Hackney Education – ‘Hackney Education’ refers to the department within Hackney Council that coordinates admission to all primary schools in Hackney as part of the pan-London agreement.

Geographic Information System - The Geographic Information System (GIS) refers to the computer software by which straight-line distance measurements are calculated from Hackney New Primary School’s front gate to the child’s home as provided by the local authority. The permanent address of the school is 2 Downham Road, London, N1 5FR.

Looked After Child - A looked after child is a child in the care of the local authority or provided with accommodation by them in the exercise of their social service function (see definition in section 22(1) of the Children Act 1989

Special Guardianship Order – is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s)

Child Arrangement Orders – is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live.

1. Introduction

Hackney New Primary School is a mainstream school, for pupils aged 4-11. The Published Admissions Number (“PAN”) for HNPS in 2023/2024 is 50 pupils in Reception.

HNPS will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at HNPS to all those who have applied.

How HNPS Admissions Policies support our Education Vision

We have developed the admissions policies for HNPS in order to facilitate the delivery of our education vision. We believe this will be achieved as a result of the following factors:-

- a) Smaller class sizes in a smaller school will help to maintain a feeling of home from home and manage personal learning pathways
- b) Children will be admitted, in the case of oversubscription, on the basis of Hackney Education oversubscription criteria for admission (Reception and In Year admission), thus establishing HNPS as a local school

Our admissions policy will comply with all elements of the Schools Admissions Code and admit children of all abilities from the local area.

2. Process for Applications Admissions Process

HNPS is part of the Pan-London admissions process, coordinated by Hackney Education. HNPS will appear in the Hackney Primary Schools Guide and its own marketing activities and prospectus.

Timetable

HNPS will use Hackney Education timetable for its annual admissions process:

3. Special Educational Needs

Children with an Educational Health & Care Plan that names HNPS will be admitted.

4. Oversubscription and Tie break Criteria (Reception and In Year admission)

When HNPS is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after, including children in state care outside of England, but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.¹
2. Children subject to a Child Protection Plan.¹
3. Children with a social or medical need. In order to be considered under this criterion applicants must produce a supporting report from either a Senior Social Worker or medical practitioner setting out why HNPS is the only appropriate setting for the child.²
4. Siblings of children at Hackney New Primary School³
5. Siblings of children at Waterside Academy

6. Children of staff in either or both of the following circumstances subject to there being no more : than one child offered a place under this priority in each class
 - Where the staff member has been employed at the school for two years at the time of the application for (admission) and/or
 - The staff member has been recruited to fill a vacant post for which there is a demonstrable skills shortage
7. Pupils living nearest to the gates of Hackney New Primary School at 2 Downham Road, N1 5FR as measured in a straight line from the main entrance using a GIS computerised batch distance measuring system. ⁴

In the event of a tie-break between two or more applications after applying the first 5 oversubscription criteria, the Admissions Authority will prioritise according to Criterion 7, i.e. distance to the school. For the purpose of calculating distances, the address is identified by using the property geographical references as determined by the borough Council in which the child lives. In the case of a number of addresses being equidistant from the school the children's ranking will be determined by random allocation administered by an independent person from Hackney Education.

5. Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

6. Waiting lists

Hackney Education will operate a waiting list for each year group at Hackney New Primary School. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This list will be maintained by Hackney Education and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

7. Deferral based on compulsory school age

Children offered a place at the school based on their school year but who are not ready to start school in September have two options:

1. Parents can request a deferral of entry until the child reaches compulsory school age; and
2. Parents can request that their child takes up a place part time but not beyond the point at which the child reaches compulsory school age and not later than the first day of the final term in that academic year. Parents must make such requests in writing to the school before 31 May 2022. HNPS, like all state schools, cannot refuse requests for deferral of entry even if requests are made after this date.

8. Admission of children outside their normal age range

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer-born child may choose not to send that child to school until the September following their fifth birthday; requesting that they are admitted out of their normal age group – to Reception rather than Year 1. Parents should follow the same application process in this case.

The process for requesting admission outside of normal age range is as follows:

1. Parents should send a written request for admission outside of the normal age range to the school at the point of application i.e. before applications close on 15th January 2023. We ask that this written request gives as much information as possible in support of your request. For applications relating to summer born children, we also ask that parents complete the request form in Appendix 1 and submit it with their request. Without this, we are unlikely to be able to make a decision based on the circumstances of the case.
2. The school's admissions panel will consider your request and respond to you in writing outlining the reasons for our decision by Friday 4th February 2023. For applications to defer entry for a child who is summer born, the above procedure should be followed:
 - i. If a request is agreed, the application for the normal age group may be withdrawn by parents once a place is offered. If the request is refused, parents must decide whether to accept if an offer of a place is made for the normal age group, or to refuse it.
 - ii. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

Please note the following important points:

Where an admission out of age range is agreed by the school for the following year, this is not a guarantee of a place. In the event of oversubscription in the following year, the over-subscription criteria outlined in the following year's policy will be applied.

No other admissions authority is bound by any decision made by Hackney New Primary School.

For more information, please see the [Schools Admissions Code, 2014](#)⁴ and [Guidance to the Code](#).⁵

9. Appeals Process

Parents will have the right to appeal to an Independent Admissions Appeals Panel (“IAAP”) against the admission decisions by HNPS. The IAAP will consist of three members, including a chairman. Appeals by parents must be in writing setting out the grounds for the appeal. The appeals form will be made available on the HNPS website from April 2022. Completed appeal forms must be sent to: Hackney New Primary School Applications-Appeals, 2 Downham Road, N1 5FR. All appeals received will be organised within 40 school days. Any appeals received after 31 May 2023 may not get heard until the following term.

APPENDIX 1

Request form for admission out of age range for summer born children

This form is for parents of summer born children (children born between 1 April to 31 August in any year) seeking approval for their child to be admitted out of their normal age group. If approved, you will be entitled **to apply for a place** for your child to start Year R when he/she reaches compulsory school age (i.e. the term following their fifth birthday).

Parent/guardian's full name:

Address:

.....Post code

Daytime telephone number:

Email address:

Child's full name:

Date of birth: day month Year

Gender: Male / Female (*delete as applicable*)

Is your child currently in receipt of early years provision: YES / NO (*delete as applicable*)

Name of early years provider:

Number of hours attended:

Was your child born prematurely? YES / NO (*delete as applicable*)

If yes, please provide your child's due date: day month Year

Please explain on the following page why you consider an admission out of normal age range is in your child's best interests. If you wish to provide any professional evidence to support your request, please attach it to this form.

Personal, social and emotional reasons:

Physical reasons:

I confirm that the information provided on this form is true and accurate.

Please return your completed form, along with any additional documentation you wish to be considered, to: Hackney New Primary School, 2 Downham Road, London, N1 5FR

Signed Date:

Explanatory Notes

1. Confirmation/evidence is required from the parent/carer or from Children's Social Care.

2. The school will make decisions on such cases and will seek, if necessary, advice from appropriate health professionals. A parent's medical need cannot justify a place at a particular school but a child could have a social need arising from a parent's medical need. In every case the applicant must provide independent professional evidence e.g. a written statement from a GP, medical consultant, social worker or other agency or professional who supports the child. The evidence must be specifically about the child's medical/social condition, the effects of the condition and why, in view of this, they need to attend a particular school. The evidence should demonstrate detailed knowledge of the school in terms of resources and organisation which demonstrate that the child can only be admitted to the specific school and why no other school is suitable.

3. A brother or sister must live permanently at the same address as the child for whom the application is being made. This includes a half brother or sister and a step brother or sister who lives permanently as a family unit at the same address.

4. Distances will be measured in a straight line using a computerised measuring system from the child's home address to the main entrance of the school using eastings and northings. These are geographical references as provided by The National Land and Property Gazetteer. The eastings and northings are not necessarily located to the front door of the home address. In the case of a number of addresses in a block with the same eastings and northings geographical reference, the children's ranking will be determined by lottery. If two or more applicants live exactly the same distance from the school, the place will also be allocated by lottery.

Where parental responsibilities are equally shared, the home address will be considered to be with the parent/carer with whom the child spends the majority of time and nights between Monday and Friday. In the case of a child who spends equal time of the week with each parent, the parents must jointly elect one address for all preferences.

For families permanently living on boats the distance will be calculated using the vessel's long-term/permanent mooring point. For families permanently living on boats without a long-term/permanent mooring the vessel's location in January 2022 will be used. This may be confirmed by a site visit carried out by the Admissions team.

Addresses will be checked against council tax and other council records. Where it is not possible to confirm addresses against council records evidence will be sought directly from applicants. Applicants who have changed address in the previous 12 months who have applied for oversubscribed schools may be asked to complete a questionnaire to prove that they live permanently at the address given on the application. Applicants who obtain places by providing fraudulent information will have their offer withdrawn.