



Tauheedul  
Education Trust

The arrangements are in line with the Mission Statement of the Trust

***To create outstanding organisations that promote educational excellence, character development and service to communities.***

## **RECEPTION ADMISSION ARRANGEMENTS**



Olive School

**The Olive School, Hackney**

## **Admission Arrangements for Reception**

The Olive School, Hackney is part of the Tauheedul Education Trust. As a progressive, inclusive and outstanding Muslim faith school, the Governing Body will consider all applications equally without reference to faith.

### **General information**

Before applying for admission, parents are advised to find out more information about the school and the admission arrangements that will be followed. You can do this by:

- attending the Open Evening at The Olive School, Hackney.
- visiting our website at [www.olivehackney.com](http://www.olivehackney.com)
- reading the Hackney Learning Trust's (HLT's) 'Primary School admissions' composite prospectus.

### **Application procedure**

1. You must complete your home Local Authority's common application form by 15<sup>th</sup> January. If you are resident in the area administered by HLT, then you can either apply on-line at [www.learningtrust.co.uk](http://www.learningtrust.co.uk) or complete the paper form, which is available from HLT.
2. Unless there are exceptional reasons for the late completion and submission of the common application form, late applications will not be considered at the same time as applications received by the closing date.
3. You are allowed to name 3 different schools on the application form in preference order. You are advised not to name the same school more than once or to only name 1 school, as by doing so, you may limit the chances of gaining admission into one of your preferred schools.
4. If you want your child to gain admission into The Olive School, Hackney, then it is important that you put The Olive School, Hackney as your 1<sup>st</sup> preference school on the application form.

## **Allocation process**

1. The admission process is co-ordinated by HLT in accordance with their primary co-ordinated admission scheme.
2. After the closing date for receipt of applications, HLT will provide details of all applications received to The Olive School, Hackney. HLT will not provide The Olive School, Hackney with details of the rank order of preference of the applications. This is because, by law, all admission authorities must consider all preferences equally.
3. If the school receives fewer applications than the published admission number, then the Governing Body (GB) will advise HLT that all applicants can be offered admission into The Olive School, Hackney.
4. If the school receives more applications than the published admission number, then the GB are legally required to consider all the applications against the school's published admission policy, which can be found at [www.olivehackney.com](http://www.olivehackney.com)
5. After applying the admission policy for the school, the GB will produce a list of children who have the highest priority for admission. This list of children who can be offered admission will be sent to HLT. Along with the list of children provided by The Olive School, Hackney, HLT will have similar information for all the schools in the borough and from other Councils.
6. In the initial allocation process, it is possible that children can be offered admission at more than one school. As the law requires that no children must be offered admission at more than one preferred school, HLT acting on behalf of all schools will ensure, that the single offer of a school place is made at the highest ranked preferred school on the application form. For example, if a school place can be offered at the 1<sup>st</sup> and 2<sup>nd</sup> preference school, a place will be offered at the 1<sup>st</sup> preference school.
7. In the event that your child can be offered admission at more than one preferred school and in order to avoid missing out on gaining admission into The Olive School, Hackney, you are advised to consider putting The Olive School, Hackney as your 1<sup>st</sup> preference school on the application form.

## **Offer of a place**

1. When the allocation process is finally complete, HLT will ensure that on – line applicants will be sent an email on or as soon as possible after 16<sup>th</sup> April informing you of the school at which a place will be offered. Offer letters will be posted out if you applied using a paper application.
2. If a place is offered at The Olive School, Hackney, it is important that you advise HLT, if you no longer require the place offered. This will allow HLT, on behalf of The Olive School, Hackney, to offer the place to a child who could not initially be offered admission.

3. As The Olive School, Hackney can only offer admission up to the published admission number, unfortunately, not all children will be offered admission. The letter from HLT will provide the reasons why a place could not be offered and the details of the alternative school offered.
4. Details of children who could not be offered admission at The Olive School, Hackney will automatically be included on the school's waiting list, where The Olive School, Hackney is a higher preference than the school at which a place is offered. The waiting list will be maintained by HLT, on behalf of the school, in accordance with the school's oversubscription criteria, until 31<sup>st</sup> December in the academic year of reception year admission. Parents are advised to contact the school if they want their child's details to be kept on the waiting list, from the spring term onwards.
5. The HLT decision letter will advise you of your right of appeal to an independent appeal panel against the decision of the GB of The Olive School, Hackney not to offer your child admission. Further advice / guidance about the appeals process can be found at [www.olivehackney.com](http://www.olivehackney.com) and [www.learningtrust.co.uk](http://www.learningtrust.co.uk)