

# Star Academies

The arrangements are in line with the Vision of the Trust

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

## **DETERMINED ADMISSION ARRANGEMENTS FOR 2019/20**



Star



Olive School

**The Olive School,  
Hackney**

### **Determined Admission Arrangements for The Olive School, Hackney for 2019/20**

The Olive School, Hackney is part of Star Academies. Star Academies has devolved operational responsibility for managing admissions to the Local Governing Body of The Olive School, Hackney.

As a progressive, inclusive and outstanding Muslim faith school, the Governing Body will consider all applications equally without reference to faith.

### **Reception year admission for The Olive School, Hackney**

The admission process is part of the Hackney Learning Trust's determined scheme for co-ordinated admissions to primary schools.

All applicants are required to complete their home Local Authority's common application form by 15<sup>th</sup> January 2019.

Parents will be advised of the outcome of their application on 16<sup>th</sup> April 2019.

The published admission number for the reception year intake in 2019 is 90.

All applicants will be admitted if 90 or fewer apply.

If the school is oversubscribed, children will be admitted in accordance with the oversubscription criteria below, once all children with an education, health and care plan, naming the school are admitted.

## **Oversubscription criteria**

1. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (see note 1).
2. Children of staff employed at The Olive School, Hackney for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage (see note 2).
3. Children with a sibling who is a pupil already attending The Olive School, Hackney at the time of both application and admission or was a former pupil of The Olive School, Hackney (see note 3).
4. Children for whom the Governing Body accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at The Olive School, Hackney.

Parents must provide the professional supporting evidence from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the Governing Body accepts the view of the professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at The Olive School, Hackney (see note 4).

5. All other children who live nearest from home to The Olive School, Hackney.

## **Tie-breaker**

If any criteria are oversubscribed, then priority is given to those children who live nearest from home to school. The distance will be measured in a straight line using Hackney Learning Trust's computerised batch mapping system. This will measure distance from the child's home address to the designated main entrance to the school using eastings and northings. These are geographical references as provided by The National Land & Property Gazetteer.

If the distance between the children's homes and the school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation is used as a tie-breaker. Hackney Learning Trust's School Admissions Team will undertake the random allocation process in the presence of a school representative.

## **Address**

The address given must be where the child and parents live permanently. It must not be the child minder's, grandparent's or other relative's address. If parents share custody of a child, then the Governing Body may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays. If there is joint custody for the child, then the address of the parents receiving the child benefit is used.

Parents will be required to provide proof of permanent address.

## Notes

1. A 'looked after child' is a child 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) at the time of making an application to a school. 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 Act 2002 (see section 46 adoption orders). Under the provisions of s14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders. 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).
2. A child is eligible for consideration when the parents complete the section on the home Local Authority's common application form.
3. Siblings refers to full, half, adopted, step, foster children or the child of the parents partner, and, in every case, the child must be living in the same family unit at the same address.

To be eligible for consideration as a sibling of a former pupil, the following condition must be satisfied:

(a) Attendance at The Olive School, Hackney until the end of year 6.

4. It is important that you state on the application form and if required, attach a letter, clearly setting out your reasons for requesting admission under the medical or social criteria. You must also provide written supporting evidence from a professional with the application form. The letter from the professional must confirm that the existing medical or social difficulties will be exacerbated if admission is not offered at The Olive School, Hackney.

The supporting evidence from the professional must be submitted by 15<sup>th</sup> January 2019. If the evidence from the professional is received after 15<sup>th</sup> January 2019, then the Governing Body will accept this as long as it is received by 2<sup>nd</sup> March 2019, at the very latest.

## Admission of children below compulsory school age and deferred entry

- (a) Children who are 4 years old and will have their fifth birthday between 1 September 2019 and 31 August 2020 can start attending The Olive School, Hackney full time, in September 2019;
- (b) Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made; and
- (c) Where parents wish, children may attend part-time but not beyond the point at which they reach compulsory school age.

## Multiple births

If children of multiple births (twins and triplets) and siblings require admission in the same year group and there is only a single place left within the published admission number, the Governing Body will offer places above the published admission number, as permitted by infant class size rules.

## **Late applications**

Unless there are exceptional reasons for the late submission of the application form, late applications will not be considered at the same time as applications that were received by the closing date.

When determining whether exceptional circumstances apply, the Governing Body may consider the following information:

- Parents moving into the area after the closing date.
- Parents were abroad for the whole period between the publication of the Local Authority's composite prospectus and the closing date of the application form.
- Parental / child illness which required hospitalisation for a significant period between the publication of the Local Authority's composite prospectus and the closing date of the application form.

Final decisions on late applications will be made in consultation with Hackney Learning Trust. Applications made after the start of the autumn term 2019 will be treated as an in-year application.

## **Waiting list**

Parents of children refused admission for The Olive School, Hackney's reception year group each September, will automatically be included on the waiting list for the school, where The Olive School, Hackney is a higher preference than the school where the child is offered a place. Parents who wish their child's details to be included on the waiting list for The Olive School, Hackney, even though a place has been allocated at a higher preference school, should contact Hackney Learning Trust's School Admissions Team.

The position on the waiting list is determined by the priority order of the admission policy and nothing else. When the number of children admitted to the school drops below the published admission number, a place is offered to the child who is at the top of the waiting list.

The position of your child on the waiting list may change. They may move up or down each time a child is added or removed, or when the change in circumstances of the child requires them to be considered against a different priority order of the school's oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

Hackney Learning Trust maintains the waiting list on behalf of The Olive School, Hackney, in accordance with the school's oversubscription criteria, until 31<sup>st</sup> December in the academic year of reception year admission. Parents should contact the school, if they want their child's details to be kept on the waiting list, from the spring term onwards.

The school maintains the in-year waiting list, in accordance with the school's oversubscription criteria.

We will contact the parents of children on the waiting list in the summer term for each year group to ascertain if they wish for their child's details to remain on the waiting list.

## **Withdrawing an offer of a place**

The Governing Body reserves the right to withdraw an offer of a place if:

- It was made in error.
- Parents fail to respond to the offer of a place within a reasonable period of time.
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parents fail to respond to the offer of a place, the Governing Body will give the parents a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn based on misleading information, the Governing Body will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The Governing Body will not withdraw the offer of a place once the child has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the child has been at the school. Where the child has been at the school for less than a term, the Governing Body may consider it to be appropriate to withdraw the place.

## **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Parents of a summer born child (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1.

Parents of children who are already of school age are required to complete the LA's relevant application form along with a letter requesting admission out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parents of children seeking admission to reception in the September after their fifth birthday will need to submit a normal common application form to the Local Authority (in writing or online) for admission into the normal age group. Parents must do this at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Whilst the Governing Body will consider applications to reception from parents of children outside their normal age group, please note that the Governing Body is not bound by decisions made by another admission authority.

The Governing Body will make a decision on the request before the Primary national offer date, if at all possible.

If the request is agreed, the parents must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parents must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it, and make an in-year application to the Governing Body for admission to Year One for the September following their child's fifth birthday.

Parents should consider what evidence they wish to submit in support of their case with the application form, for example, evidence from a medical practitioner, educational psychologist, headteacher etc. Some of the evidence a parent may wish to submit could include:-

- Whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1)
- Whether they are currently or have previously been educated outside the normal age group;
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely;
- Where relevant their medical history and the views of a medical practitioner;
- Information about the child's, academic, social and emotional development;
- Where relevant the views of an educational psychologist.

The Governing Body is required to take into account the views of the Headteacher on the application as well as the information from the parents. The Governing Body will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The Governing Body will then inform the parents of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parents have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal **does not apply** if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint to the Governing Body about the decision not to admit their child outside their normal age group.

### **In - year admission**

In - year admission is the process of applying for admission into an existing year group within a school. Applications made after the start of the autumn term 2019 will be treated as an in-year application.

The in - year admission process is managed by Hackney Learning Trust. Parents are required to complete the application form, which is available from and returnable to the Hackney Learning Trust.

For some children, it may not be possible to secure admission under the in - year admission process. Where this is the case, Hackney Learning Trust will apply the Fair Access Protocol to secure the most appropriate educational provision for these children.

For children with an education, health and care plan, the in - year admission process will not apply. Parents should contact their home Local Authority's Special Educational Needs Team. The child is offered a place if the Local Authority's Special Educational Needs Team names the school in the education, health and care plan.

### **Appeals**

Parents have a legal right of appeal to an independent appeal panel against the decision not to offer admission at The Olive School, Hackney. Educationappeals Dotcom Ltd administers the appeals, on behalf of the school. Parents should contact Hackney Learning Trust for an appeal form.

Parents have at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, so they can attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision is communicated to all parties as soon as possible, but no later than 5 school days, after the hearing.

## **Re-appeals**

Parents do not have the right to a second appeal in respect of the same year group, unless in exceptional circumstances, the Governing Body has accepted a 2<sup>nd</sup> application from the parents because of a significant and material change in the circumstances of the parents, child or school but were still refused admission.