Star

NURTURING TODAY'S YOUNG PEOPLE,
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PROPOSED ADMISSION ARRANGEMENTS

2024/25

The Olive School, Hackney

Proposed Admission Arrangements for The Olive School, Hackney for 2024/25

The Olive School is part of Star Academies. As a progressive and inclusive Muslim faith school, all applications will be considered equally without reference to faith.

Reception Year Admission for The Olive School, Hackney

The admission process is part of Hackney Council'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 January 2024.

Parents receive notification on the outcome of their application on 16 April 2024.

The published admission number for Reception year 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 in the order listed 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 arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted (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 note2).

3) Children with proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at The Olive School, Hackney.

   Parents are responsible for providing the professional supporting evidence to the school by the closing date from a consultant, doctor, psychologist, social worker or from another relevant independent professional (see note 3).

4) Children with older siblings attending The Olive School, Hackney in years Reception to 6 at the time of application and offer of a place (see note 4).

5) All other children who live nearest from home to school (see note 5).

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.

   A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society (see Section 23ZZA(8) of the Children's Act 1989 (inserted by Section 4 of the Children and Social Work Act.

   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).

   Child arrangement orders are defined Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order.

   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 parent(s) of child on the payroll of the school completes the section on the home Local Authority's common application form.

3) For a place to be offered under this criterion, the information must confirm the exceptional medical or social need and demonstrate how The Olive School is the only school that can meet the defined needs of the child. In all cases the medical or social need must be permanent or long term. For medical conditions affecting mobility, consideration will only be given if The Olive School is nearest to the child's home. It is the parent's responsibility to provide the information directly to the school. Failure to provide the supporting information by the closing date may result in the application not being considered under this criterion.

4) 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.

5) Education Hackney's computerised batch mapping system measures the distance in a straight line from home to the designated main entrance to the school, using eastings and northings. These are geographical references provided by the National Land & Property Gazetteer. The eastings and northings are not necessarily located to the front door of the home address.

Tie-breaker

Children who live nearest from home to school will receive priority for any criteria that are oversubscribed. If the distance between home and school is the same, which includes the same geographical property reference (such as a block of flats), random allocation is used as a tie-breaker. Education Hackney's School Admissions Team will assign every preference an individual random number, between 1 and 1 million, and the applicant with the lowest random number is given priority.

Address

The address given must be where the child and parents live permanently. It should not be the child

minder's, grandparent's or other relative's address. If parents share custody of a child, the school 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, the address of the parents receiving the child benefit is used. If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's house will not be considered as a permanent address.

Parents will be required to provide current copy of council tax as proof of residence at the permanent address. We may seek other means of evidence as proof of residence at the permanent address if required.

Change of address

Parents must provide the council tax document evidencing the end of residency in their previous home and the current council tax document evidencing occupancy at the new home.

In addition, you are required to provide at least one of the following documents:

- Proof of purchase / tenancy agreement;
- Current utility bill;
- Current bank statement;
- Current driving licence;
- Letter from your GP.

Admission of children below compulsory school age and deferred entry

- Children who are 4 years old and who will have their 5th birthday between 1 September 2024 and 31 August 2025 can start attending school full time, in September 2024;
- For children who are under compulsory school age, once a school place has been accepted, parents may, if they wish, agree with the school a pattern of part time attendance or a deferred start until later in the school year (but not later than the beginning of the summer term). Parents should discuss this with school.

Summer born children

Children born between 1 April to 31 August (summer born) do not need to start school until the September after their 5th birthday, a full year after they could first have started school.

Where a parent delays their child's start until the September after their 5th birthday, they may request their child is admitted outside the normal age group in order to start in Reception rather than Year 1.

Even though it is the parents who have made the decision to delay the start to school, it is the school that will make a decision about whether the child is admitted to Reception or Year 1. The decision will be taken based on the circumstances of the case and in the best interests of the child concerned.

Parents of children seeking admission to Reception in the September after their 5th 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 school for their child to be admitted out of the normal age group and submit this with the suggested evidence outlined below. The school will consider applications to Reception from parents of children outside their normal age group and make a decision on the request before the primary national offer date, if at all possible.

If the request to defer admission into Reception until the September after their 5th birthday rather than Year 1 is approved, 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. Parents need to be aware that there is no guarantee that a place will be offered in Reception after the child's 5th birthday.

If the request to defer admission into Reception until the September after their 5th birthday rather than Year 1 is not approved, 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 school for admission to Year 1 for the September following their child's 5th birthday.

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

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 or to appeal against the decision to refuse a place for admission into the normal age group.

How the school will consider your request for deferred admission / admission of children outside their normal age group

To enable the school to consider if the request for admission outside the normal age group is in the best interests of the child concerned, the school will consider:

- Parent's views.
- Information about the child's academic, social and emotional development.
- Where relevant, the child's medical history and views of the medical professional
- If the child was born prematurely, what age group would the child have fallen in, if the child had been born on time.
- Views of the headteacher.

It is for parents to decide the professional evidence they wish to submit in support of their application for admission outside the normal age group. However, there is no expectation on parents to provide the professional evidence that they do not already have. The school will consider all requests regardless of whether any professional evidence is submitted. The supporting information could include:

- Any evidence from a health or social care professional who is involved in the care or treatment of the child, for example speech and language therapist, occupational therapist, social worker or paediatrician.
- The view of any early years or nursery setting the child attends and any records of the child's development.
- Whether the child's premature birth has caused any health problems or developmental delays that mean the child would benefit from a delayed start.
- The progress the child has made in an early years setting, including the rate of progress.
- What can the nursery setting provide the child that the reception class would not?

The school will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The school will 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 Star Academies about the decision not to admit their child outside their normal age group.

Multiple births

If children of multiple births (twins and triplets) require admission in the same year group and there is only a single place left within the published admission number, the school will offer places above the published admission number, as permitted by the 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. Education Hackney are responsible for making decisions on late applications as stipulated within their primary co-ordinated admission scheme. Applications received after the start of the autumn term 2024 will be treated as an in-year application.

Waiting list

Children refused admission for the school's Reception year group each September will automatically be included on the waiting list for the school, where the school is a higher preference than the school where your child was allocated a place. Parents who wish their child's details to be included on the waiting list for the school, even though a place has been allocated at a higher preference school should contact Hackney Council's School Admissions Team. Applications made after the start of the autumn term 2024 will be treated as an in-year application.

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.

The school maintains the waiting list in accordance with the school's oversubscription criteria until 31 December in the academic year of Reception Year admission. Parents should complete an in-year application form thereafter if they wish their child's details to be kept on the waiting list for the remainder of the academic year.

For the in-year waiting list, parents must complete a new application form each year at the beginning of the new academic year.

Withdrawing an offer of a place

The school 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;
- Parents decline the place offered;
- 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 school 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 school will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The school 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 school may consider it to be appropriate to withdraw the place.

In-year admission

In-year admission is the process of applying for admission into an existing year group within a school. Applications for the reception intake made after the start of the autumn term 2024 will be treated as an in-year application.

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

Details of children who cannot be offered admission will be referred to Hackney Education and they may contact you to support you to secure a place at a school. You will be advised to complete Hackney Council's in-year application form. Where a place cannot be secured at a school within a reasonable

distance from your home, Hackney Council will apply the Fair Access Protocol to secure the most appropriate educational provision.

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. Educationappeals Dotcom Ltd administers the appeals, on behalf of the school. Parents should visit https://www.olivehackney.com/how-to-apply/admission-policy-and-arrangements/ for information on accessing the 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 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 school has accepted a 2nd 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.

Consultation response

In accordance with paragraph 1.42 of the DfE School Admissions Code 2021 (Code), the interested parties outlined in paragraph 1.44 of the Code have an opportunity to comment on the school's proposed admission arrangements for the 2024/25 academic year.

The consultation response period will last for 6 weeks i.e. 14 November 2022 to 20 January 2023. Responses to the consultation must be sent by email or letter by 20 January 2023**,** at the very latest to:

Admissions Service
Star Academies
Shadsworth Road
Blackburn
Lancashire
BB1 2HD
Telephone: 0330 313 9137
Email: admissions@staracademies.org