

**HOLLYBROOK INFANT SCHOOL**  
**ADMISSIONS POLICY**  
**2017/18**



The Governing Body of the school are the Admission Authority for the school. As required in the School Admissions Code, the Admission Authority will consider all on-time preferences at the same time for September 2017 admissions.

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the highest ranked of the schools that could be offered.

### **Children with statements of special educational needs (SEN) / Education, Health and Care Plan (EHCP) that name the school**

Children with statements of special educational needs or EHCPs that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

### **Oversubscription criteria**

Applications submitted by 15 January 2017 will be dealt with first. If the number of applications submitted by 15 January 2017 is greater than the Published Admission Number (PAN) for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined by section 1.7 of the School Admissions Code.
2. Children subject to a child protection plan.
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school for the following year. (This includes children living as siblings in the same family unit.) In the case of applications for places at infant schools a sibling at the linked junior school (Hollybrook Junior School) will count as a sibling at the infant school.

A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address.

4. Children who live within the school's designated catchment area. The catchment area is defined by the roads listed at the end of this policy.

If the school is oversubscribed within categories 1-4 above then priorities (i) to (ii), as set out in 5 below will be used to determine which children will be offered places.

5. Children who live outside the school's designated catchment area, in the following order:
  - (i) Children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- (ii) Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open gate to the school, using public roads and footpaths.

If the school is oversubscribed from within criteria 5(i), then distance, as defined in 5(ii) above will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

### **Late Applications**

The closing date for applications is 15 January 2016. Applications received after that date will be late applications. If the school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

### **Waiting Lists**

If a place cannot be offered at the school, unsuccessful applicants will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above.

### **Entry into Reception Year**

The offer made to parents for reception class on the initial offer date is of a full time place from the start of term in September. Schools normally stagger entry into school from that date and arrange for some initial part-time attendance to ensure a smooth transition from pre-school or home into school. Parents can request that their child attends part-time until their child reaches compulsory school age (the term following their child's 5<sup>th</sup> birthday). Parents also have the right to defer their child's entry into reception class to any point up to their child reaching compulsory school age but not beyond the start of the summer term of reception year.

Parents of summer-born children, that is children born between 1<sup>st</sup> April and 31<sup>st</sup> August, may, in addition, choose to send their child to school in the September following their 5<sup>th</sup> birthday and may **request** that their child is admitted out of their normal age group to reception year rather than Year 1. Any parent wishing to apply for their summer-born child to start school outside their normal age group must do so by completing the form entitled 'Request for Agreement to Admission to Reception Year Outside the Normal Age Group' which is available to download on-line. This form enables parents to set out their reasons as to why they feel their child should be admitted outside their normal age group. It is a parent's responsibility to include any supporting evidence. Applications for entry outside the normal age group should be made by 31<sup>st</sup> October 2016.

Each case will be decided on its merits by the individual admission authority for the school concerned – this will either be the Local Authority or the Governing Body. Parents will be notified of the outcome of their request in writing by 15<sup>th</sup> December 2016. If a parent is refused their request to apply outside their child's normal age group they will still have time to make an on-time application for their child to start school with their correct age group before the closing date of 15<sup>th</sup> January 2017. Each decision will be made based on the merits of the case presented.

**PLEASE NOTE:**

**Parents should be aware that if they are allowed to apply for a place outside their child's normal age group, this is not a guarantee of a place at their preferred school. Their application will be considered along with the other applications made for children in the correct age group for that year and places will be offered strictly according to the admission criteria for the school. If the school to which the parent has applied is unable to offer a place to a child outside their normal age group, the Local Authority, or any other admission authority, are under no obligation to agree admission to a year group outside the normal age group. This means that if a parent is unsuccessful in an application outside their child's normal age group, their child could be placed straight into a Year 1 class (their correct age group) resulting in the child missing up to a year of education.**

**Likewise, if the child is admitted to a reception class that is outside their normal age group then when a subsequent application is made to junior or secondary school, the admission authorities for these schools are under no obligation to offer a place outside the normal age group and again a child could be placed in a higher year group, resulting in a year of education being missed. Parents should take this into account before requesting admission outside their child's normal age group.**

**Co-ordinated Admissions Scheme**

Hollybrook Infant School fully participates in the LA published co-ordinated admissions scheme. The governors have delegated the management of the waiting list to the LA Admissions Team during the normal admission round. The waiting list will be passed to the school on 1<sup>st</sup> September 2017.

**Published Admission Number**

The school proposes to publish an admission number of 60 for the 2017/18 academic year. This admission number is based on the school's net capacity assessment.

## HOLLYBROOK INFANT CATCHMENT ROAD LIST

| STREET                            | HOUSE NUMBERS  |
|-----------------------------------|--|
| ABINGDON GARDENS                  |  |
| ARDNAVE CRESCENT                  |  |
| ARNHEIM CLOSE                     |  |
| ARNHEIM ROAD                      |  |
| ASHWOOD GARDENS                   |  |
| AVINGTON COURT                    |  |
| BASSETT AVENUE                    | Odd Nos Only   |
| BASSETT CRESCENT WEST             |  |
| BASSETT DALE                      |  |
| BASSETT GARDENS                   |  |
| BASSETT HEATH AVENUE              |  |
| BASSETT MEADOW                    |  |
| BASSETT ROW                       |  |
| BEAUMONT CLOSE                    |  |
| BLADON ROAD                       |  |
| BOLDREWOOD ROAD                   |  |
| BURGESS GARDENS                   |  |
| BURGESS ROAD                      | 1-159 (ODDS)   |
| BUTTERFIELD ROAD                  |  |
| CHALYBEATE CLOSE                  |  |
| CHILWORTH ROAD<br>(5 houses only) | Ashley<br>Green Loneing<br>Paeonia<br>Dun Woodle<br>Boundary House |
| CLEEK DRIVE                       |  |
| DALE ROAD                         |  |
| DALE VALLEY CLOSE                 |  |
| DALE VALLEY GARDENS               |  |
| DALE VALLEY ROAD                  |  |
| DUNKIRK CLOSE                     |  |
| DUNKIRK ROAD                      |  |
| FALAISE CLOSE                     |  |
| FERNLEA GARDENS                   |  |
| FERNSIDE COURT                    |  |
| FITZROY CLOSE                     |  |
| GLENCARRON WAY                    |  |
| GOLF COURSE ROAD                  |  |
| GREENBANK CRESCENT                |  |
| HIGHCLERE ROAD                    |  |
| HILL LANE                         | 169 - 215 / 366 - 408  |
| HOLLY DELL                        |  |
| HOLLY HILL                        |  |
| HOLLY HILL CLOSE                  |  |
| HOLLYBROOK AVENUE                 |  |
| HOLLYBROOK ROAD                   |  |
| HORDER CLOSE                      |  |
| HUNTON CLOSE                      |  |
| LINFORD CRESCENT                  |  |
| LINGWOOD CLOSE                    |  |

|                     |                   |
|---------------------|-------------------|
| LINGWOOD WALK       |                   |
| LINKS VIEW WAY      |                   |
| LITTLE OAK ROAD     |                   |
| LORDSWOOD CLOSE     |                   |
| LORDSWOOD GARDENS   |                   |
| LORDSWOOD ROAD      |                   |
| MALVERN ROAD        |                   |
| MALVERN TERRACE     |                   |
| MALWOOD AVENUE      |                   |
| MEADOWHEAD ROAD     |                   |
| NORHAM AVENUE       |                   |
| NORHAM CLOSE        |                   |
| OVERCLIFF RISE      |                   |
| PINE WAY            |                   |
| PINEHURST ROAD      |                   |
| POINTOUT CLOSE      |                   |
| POINTOUT ROAD       |                   |
| PROVIDENCE PARK     |                   |
| QUINTILIS MEWS      |                   |
| REDHILL             |                   |
| REDHILL CLOSE       |                   |
| REDHILL CRESCENT    |                   |
| REDHILL WAY         |                   |
| RIDGEMOUNT AVENUE   |                   |
| RIDGEMOUNT LANE     |                   |
| ROCKLEIGH ROAD      |                   |
| ROMAN ROAD          |                   |
| SAXHOLM CLOSE       |                   |
| SAXHOLM DALE        |                   |
| SAXHOLM WAY         |                   |
| SEACOLE GARDENS     |                   |
| SEAGARTH CLOSE      |                   |
| SEAGARTH LANE       |                   |
| SEYMOUR CLOSE       |                   |
| SEYMOUR ROAD        |                   |
| SHAWFORD CLOSE      |                   |
| SHERWOOD CLOSE      |                   |
| ST. JAMES PARK ROAD |                   |
| ST. WINIFREDS ROAD  |                   |
| TALBOT CLOSE        |                   |
| THORNHILL ROAD      |                   |
| TOWER GARDENS       |                   |
| TUDOR WOOD CLOSE    |                   |
| UNDERCLIFF GARDENS  |                   |
| UNDERWOOD CLOSE     |                   |
| UNDERWOOD ROAD      |                   |
| VERMONT CLOSE       |                   |
| VINCENT AVENUE      |                   |
| VINERY GARDENS      |                   |
| VINERY ROAD         |                   |
| WINCHESTER ROAD     | 156-574 / 347-483 |
| WINCHESTER ROAD     | Wellman Court     |
| WINCHESTER ROAD     | 356 (Holly Place) |
| WYKEHAM CLOSE       |                   |

