ADMISSIONS POLICY AND PROCEDURES FOR 2027-2028

Hilltop Primary School is a Nursery provision and school for 3-11 year old children.

The main principle of admission to Hilltop Primary School is to maintain the character of the school as a local school serving its community. The school is an inclusive school that welcomes children from all backgrounds and abilities. There is no guarantee of a place for any child meeting our over-subscription criteria. Admission to our school is not dependent upon any 'voluntary' contribution.

The school participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to be applicants. As required by the Regulations of 2005 the school will give the top priority in their oversubscription criteria to applicants on behalf of looked after children (A 'child looked after' is a child who is (a) in the care of the 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 the application to a school) and previously looked after children. Previously children looked after are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Home address: Proof of residence will be required by the co-ordinated scheme. The offer of a place will be withdrawn if proof of residency is not met. Where a child lives part of the week with one parent and part with another member of the family, the 'home address' will be considered to be the residence where the child spends most school nights. School nights are Sunday, Monday, Tuesday, Wednesday and Thursday as children will be travelling to school from that address the next day.

ADMISSIONS PROCESS

Detailed information and guidance will be published in the Medway Local Authority booklet: Admission to Primary School: A Guide for Parents. Admissions should be made using the Medway primary common application form (RCAF).

The ability of a child or any special needs that s/he may have, plays no part in the admissions policy of this school.

Hilltop Primary School meets the agreed criteria concerning the delivery of the Foundation Stage of Learning in accordance with the Local Authority's policy and will admit four year olds to

the foundation stage classes in one intake in September. The children due to be admitted during the academic year 2027/2028 are those born between 1st September 2022 and 31st August 2023.

However, children reach compulsory school age at the start of the term following their fifth birthday.

Parents are not obliged to start their child at school until the beginning of the term after the child is five. Therefore, parents who have been offered a September place may ask to defer their child's admission 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.

Parents can inform the school that their child is to attend part time until they reach compulsory school age.

Parents of children with summer term birthdays (1 April to 31 August 2023) may ask to start their child in Year 1 in September 2028, but the reception place will not be saved. Parents will have to re-apply for a Year 1 place.

The Published Admission Number (PAN) for the year commencing September 2027 will be 60.

Places are offered to pupils with Education, Health and Care Plans (EHCP) where, following consultation with the Local Authority that the child's individual needs can be met, the school is named.

OVERSUBSCRIPTION CRITERIA

Where the number of applications received via the Medway co-ordinated scheme exceeds 60, the school PAN, places will be allocated in the following priority order:

1. Looked after children, and all previously looked after children. This includes those who appear to have been in state care outside of England (IAPLAC).
2. Current family association (a sibling in the school at the time of application in Reception to Year 6 and still attending in September 2027), Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins, living in the same house do not qualify as siblings. (The address you provide must be your child's main place of residence. This means they must live at this address permanently or the address of the parent where the child spends most school nights. School nights are Sunday, Monday, Tuesday, Wednesday and Thursday as children will be travelling to school from that address the next day)
3. Children of a member of staff working at Hilltop Primary School, where the member of staff has been employed for two or more years.
4. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend the preferred school.
5. Nearness of child's home to school measured using Medway Council's criteria.

In the event of a tie within any criterion, before the last criterion, places will be allocated to those living closest to the school measured by the shortest available walking route. In the

unlikely event that a tie breaker is required for oversubscription criteria 5 the relevant names will be issued with a number and drawn randomly to decide which child should be given the place.

In cases of over subscription, parents can ask for the children's names to be placed on a waiting list held by the Local Authority for a place at Hilltop Primary School. The children will be ranked according to the school's over subscription criteria and the co-ordinated scheme and not according to the date when the child's name was added to the list. The Local Authority will hold the waiting list until 31 August 2027 and contact those on the waiting list to advise how to then apply to our school as in-year admissions, if they wish to do so.

CASUAL ADMISSIONS

The casual admissions process will follow LA guidelines that aim to make a casual admission placement within 10 school days. Parents can apply for a casual admission at any time during the school year. Please contact the school directly for an In Year Casual Application form (IYCAF). This can also be obtained via Medway Council and downloaded via their website. If no places are available at the time of application the parent has right to appeal and/or the option to be added to the waiting list. Names are kept in priority order according to the oversubscription criteria and not according to how long a child's name has been on the list. Any place that becomes available will be offered to the child at the top of the list. All vacancies will be allocated as they arise.

CASUAL ADMISSIONS WHEN TRANSFERRING SCHOOL WITHOUT MOVING HOME

If a parent wishes to transfer their child from another school without moving home, the Headteacher will contact the Child's current school to ascertain the situation so that our School is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child themselves, visit our School and meet with the Headteacher or a member of the senior leadership team before any place will be offered.

Admissions for Children with Statements of Special Education Needs or an Education Health & Care Plan (EHCP)

The admissions arrangements for children with Education, Health and Care Plans are the responsibility of Medway Council. For advice on arrangements to admit your child into school, you should contact your local SEN Officer through Medway Council.

Medway Council, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR

Telephone 01634 337170

RIGHT OF APPEAL

If having applied the oversubscription criteria, the school is unable to offer a place, parents will be contacted in writing and advised of the reason why a place could not be offered. Parents

wishing to appeal should write to the Admissions Officer at the school, who will contact the Clerk to the Appeals Panel for the school. The Appeals Panel will then contact the parent with a hearing date at least 10 school days prior to the hearing.

REVIEW

The following document, forms the school's Determined Arrangements for September 2027.

The Admissions Policy will be reviewed annually by the Governing Body before the determination by The Trust Board.