

DETERMINED ADMISSION POLICY AS FROM SEPTEMBER 2015/16

Haberdashers' Aske's Hatcham Temple Grove Free School (HTG Free School)

GENERAL

The HTG Free School agrees to act in accordance with the School Admissions and Appeals codes as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools.

The HTG Free School will consult the relevant organisations that may be affected by the admissions policy every 7 years or sooner if any changes are made as per the School Admission code.

The HTG Free School opened in 2013 with only a reception year group of 60 places.

Procedure for admitting pupils to the HTG Free School

Published Admission Number(s)

1. 5-11 Provision

For the year 2015/6 and, subject to any changes approved or required by the Secretary of State, for subsequent years, the HTG Free School will agree a published admission number of 60 pupils (2FE). The HTG Free School will accordingly admit 60 pupils (age rising 5) into reception each year if sufficient applications are received.

2. Process of application

Applications for places in the reception year 2015 onwards at HTG Free School will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the common application form provided and administered by the Local Authority. The HTG Free School will use the common co-ordinated admissions scheme timetable agreed by Lewisham Admissions Forum.

3. Procedures where the HTG Free School is oversubscribed

Where the number of applications for admission is greater than the published admission number, and after the admission of pupils with a statement of special educational needs or an education, health and care plan (EHC) where the primary school has been named in the statement/EHC; priority for admission will be given to those children who meet the criteria set out below, in priority order:-

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is looked after by a local authority or being provided with accommodation by a local authority in their exercised of their social services functions, in accordance with section 22 of the Children Act 1989 at the date of the relevant application for admission is made.
- b) Pupils for whom it is essential to be admitted to the primary school because of special circumstances to do with significant medical or social needs. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional. The information should demonstrate why the HTG Free School is the only school able to meet the child's specific needs.
- c) Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister) who will be living with them at the same address) on roll of the HTG Free School. Pupils will be considered under this criterion if they have an older sibling who attends the HTG Free School and who will continue to be on roll when the pupil joins the HTG Free School. Proof of the sibling relationship will be required if a place is offered.
- d) The remaining places will be offered to pupils living nearest to the HTG primary school on the basis of proximity. Home to school distance will be measured as the direct line distance between the pupils' home to the Haberdashers' Aske's Hatcham College pupil main building entrance on Pepys Road. Proof of residency will be required if a place is offered.

4. The HTG Free School is required to comply with Infant Class Size requirements which mean that it can teach no more than 30 infants per school teacher. Our admission number therefore reflects this position. However, if one child of a multiple birth can be accommodated within the published admission number, the HTG Free School will accommodate the other child/children as an exception to the Infant Class Size requirement as per the School Admissions code.

5. If false or misleading information is used to gain entry to the HTG Free School, the offer of a place will be withdrawn.

6. Tie Break

a) Sibling

If there are more siblings than there are places available, the places will be offered to the siblings living the nearest distance to the HTG Free School (clause 3d).

b) Distance

In the event of a tie break under the distance criterion for the 3 – 18 Academy random allocation will used.

7. Operation reception year waiting lists

- a. The HTG Free School will operate a waiting list where in any year the HTG Free School receives more applications for places than there are places available. A waiting list will operate from the day after national offer day until the end of the first Askean term which is normally the third week of October of the new academic year. The HTG Free School will allocate a place on the waiting list to applicants who have not been offered a place by the HTG Free School or a higher preference from their local authority common application form preferences. Applications received after the national offer day or those who have received a higher preference but have requested to go on the waiting list will have a lower priority unless there are exceptional circumstances.
- b. An applicants' position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in clause 3.
- c. HTG Free School applicants who wish to remain on the waiting list after the end of the first Askean term of the new academic year will need to confirm in writing, in order to remain on the reception waiting list; this will be open for the whole academic year. If more applications are received than there are places available, the oversubscription criteria (clause 3) shall apply.

8. In year Admissions

- a. From the academic year 2015/16 the HTG Free School will operate a waiting list for applications submitted for years other than the normal year of entry. Pre 2019 the HTG Free School will consider all such applications for year groups that have opened if a place becomes available and admit the child unless one of the permitted reliefs applies. If more applications are received than there are places available, the oversubscription criteria (clause 3) shall apply.
- b. The HTG Free School will participate in Lewisham LA's In-Year Fair Access Protocol (FAP) and children who meet the FAP may be prioritised over those children on the waiting list for admission under this protocol.
- c. The HTG Free School will participate in the Lewisham LA in year co-ordinated admissions scheme.

9. Appeals

Where an application to the HTG Free School is declined, parents are entitled to appeal to an independent appeal panel.