



**Determined Admission Arrangements for
Hamstel Junior School
For September 2021/22**

Publication: 15 March 2020

For office use – statutory process mapped to timeline: The School Admissions Code 2014 and comments

14 October – 26 November 2019	Consultation as required by the school Admission Code
January 2020	Portico Academy Trust consider consultation and finalise arrangements
28 February 2020	Final Determined Admission Arrangements, Portico Academy Trust sent to the LA
15 March 2020	Hamstel Infant School and Nursery publication on web site of determined arrangements and LA Publication of Composite Prospectus of Determined Arrangements
16 March – 15 May 2020	Window for Objections to the School Adjudicator.
12 September 2020	Final arrangements for 2021 are published by LA in Primary booklet and on school web site.

Admissions Arrangements (Policy) – 2021-2022

Applying for a place

Published admission limit: 150 for all year groups

Hamstel Junior School welcomes all applications. The school is an Academy and forms part of the group of schools under Portico Academy Trust. If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the Academy; places will be allocated using the admission criteria as below. This will not apply to children with an Education, Health and Care (EHCP) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by school with explanatory notes following:

1. Looked after children and previously looked after children;
2. Pupils in year 2 at Hamstel Infant School;
3. Pupils who live in the catchment area who have a sibling attending the school or Hamstel Infant School;
4. Pupils who live in the catchment area;
5. Pupils who live outside the catchment area who have a sibling attending the Academy or Hamstel Infant School;
6. Pupils of staff at the Academy;
7. Pupils who live outside the catchment area;
8. Remaining applications

(for all criteria, catchment area map and additional information please see explanatory notes and map overleaf)

Explanatory notes:

As required by law parents/carers must make a separate application for transfer from Hamstel Infant School to Hamstel Junior School. Parents must complete a Southend-on-sea Borough Council Common Application Form (CAF) for applications to year 3 between 14th September and 15th January . Pupils cannot be considered under the admission criteria unless an application has been submitted.

Pupils in public care and children that were previously in public care

Any reference to Looked After Children refers to children who are in the care of Local Authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Any reference to previously looked after children means children who were adopted (or subject to child arrangement or special guardianship orders) immediately following having been looked after. Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking.

Pupils with Education, Health and Care Plans

All children whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on http://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs
<http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page>

Distance:	In the case of over subscription in any one category “straight line” distance will be used to measure the distance between the pupil’s home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority’s computerised measuring system. The pupils living closest will be given priority. If the pupil’s home is a flat the distance will be measured to the main external entrance to the building.
Tie-Break	To be used to decide between two applications that cannot otherwise be separated: If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing board). In the case where the last child offered is a twin or sibling of a multiple birth sibling, both children will be offered and the sibling will be an ‘excepted pupil’.
Distance where parents have separated	<p>The distance is measured the same for all applications. The primary admission booklet provides further details, in summary,</p> <p>Only one application can be received. The Academy or LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:</p> <ul style="list-style-type: none"> • an application is made that both parents agree to; or • written agreement is provided from both parents; or • a court order is obtained confirming which parent's application takes precedence’. <p>Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child’s normal place of residence is applicable for the purposes of the application.</p>
Siblings	Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or adopted sister, living at the same address, who attends the school or Hamstel Infant School at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission. In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.
Pupils of staff at the school	<p>Children will be ranked in this admission criteria if they are children of staff at the school in either or both of the following circumstances:-</p> <p>(a) where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager, Business Manager, Bursar, Finance Manager or SenCo) that has been employed at the school (for infant and junior schools it will be staff at either school) for two or more years at the time at which the application for admission to the school is made,</p> <p>and/or</p> <p>(b) the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage.</p>
Over and Under age applications (including children	Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until September following

admitted outside normal age group)	<p>their fifth birthday may request that they are admitted out of their normal age group – to reception rather than year 1. All other application for over or under age –in-year will be handled in line with the School Admissions Code 2014, 2.17 (a&b).</p> <p>Such requests are made initially in discussions with the Head Teacher and where parents wish to proceed with the request a written letter with any relevant documentation should be provided to the Head Teacher. The School would make decisions on the basis of the circumstances of the individual case and will be in the best interests of the child.</p> <p>Requests for in year 3 and 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31 October (secondary) and 15 January (primary) of any given year.</p> <p>When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.</p> <p>In circumstances where a child transfers from another school already ‘outside of normal age group’ the Academy will support any over or under age application where the above has been met and the Academy is satisfied that the child should continue to be educated out of normal age group.</p> <p>A parent cannot appeal against refusal to the ‘out of normal age group’ application.</p>
Home Address	<p>For all applications the address used will be the child’s habitual normal place of residence as at the closing date for applications, i.e., 15th January (Year 3). Changes to address will be updated after all on time applications have been processed. If the child lives at more than one address, it is the address where the child lives for the majority of the school week that will apply. Details on address checks and verification by the council can be found in the admission booklets on the Councils website.</p>
Waiting lists	<p>For applications to Year 3 children’s names will automatically be on the waiting list for the full school year. For in-year application parents will only be added to a waiting list if they request so on the response form. Waiting lists are held for the full school year and parents must re-apply in the Summer term for the next school year if they wish to be added to the waiting list. Paragraph 2.14 of the Code requires that “each added child will require the list to be ranked again in line with the published oversubscription criteria.”</p>
In-year applications	<p>As permitted by law parents can make an application at any time to any school outside the normal admissions. Parents can submit applications to the Admissions Team at the Council. Where places are available at the Academy places will be offered. Where there are no places applicants will be refused and have the opportunity to join the waiting list for the Academy. Waiting lists are ranked according to the admission criteria.</p>
Appeals	<p>Parents have the opportunity to appeal against the refusal for the Academy where they do not receive an offer. Parents can submit an appeal by completing the appeal form on the Southend-on-Sea Borough Council website. The council forwards the appeal form to the Academy.</p>
Catchment areas	<p>A look up postcode list is available on www.southend.gov.uk/admissions and an illustrative map is provided below</p>

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the Borough of Southend-on-Sea.

Hamstel Junior School - Illustrative Catchment Area – Drill down map and post code look up list available on www.southend.gov.uk/admissions

