

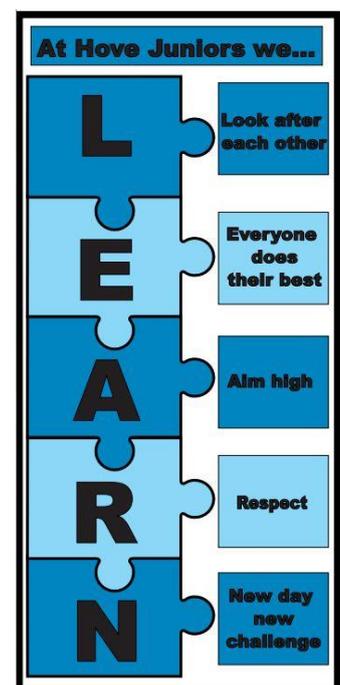


# ADMISSIONS POLICY

## (Working together with the Hove Partnership of schools)

Statutory Policy  
Amended: Autumn 2020  
Adopted by the Governing body: Autumn 2020  
To be reviewed: Autumn 2021

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the school's Health



## INFORMATION ABOUT ADMISSIONS TO HOVE JUNIOR SCHOOL

The arrangements for the admission of children to this school are made by the Council. A detailed description of the arrangements is contained in the guidance 'Infant, Junior & Primary School Admissions in Brighton & Hove 2021/2022' which can be found at [www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions) A hard copy can be obtained from the School Admissions Team, Hove Town Hall, Hove BN3 3BQ (tel: 01273 293653). A copy is also available for inspection in the school.

However, parents/carers may find it helpful to know that, if there are insufficient places available to meet demand, these will be allocated to children in accordance with the following list of priorities:

- i) Children in the care of a local authority (looked after children), and children who were looked after in England or elsewhere but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- ii) Children with compelling medical or other exceptional reasons for attending the school;
- iii) Children who in September 2021 will have a brother or sister at the school or at a linked junior school;
- iv) Children transferring between a linked infant and junior school;
- v) Other children

If it should be necessary to decide between children within any of these priority groups, this will be done by giving the places to those children who live closest to the school.

The following information, reflecting the outcome of the admission arrangements at 4+ for September 2020 may give parents/carers some idea of their chances of obtaining a place for their child at this school in September 2021.

These allocations were made using the equal preference system.

### **Portland Road Site:**

#### TABLE A

Published Admission Limit 2020/2021: 128

Number of preferences received by the closing date: 157

#### TABLE B

##### THE INITIAL ALLOCATION OF PLACES AFTER CLOSING DATE

Priority	1 <sup>st</sup> pref	2 <sup>nd</sup> pref	3 <sup>rd</sup> pref	Totals
SEN	0	0	0	0
Priority 1	0	0	0	0
Priority 2	0	0	0	0
Priority 3	56	0	0	56
Priority 4	60	0	0	60
Priority 5	4	1	0	4
<b>Totals</b>	<b>120</b>	<b>1</b>	<b>0</b>	<b>121</b>

TABLE C  
 APPEALS (as at 1/9/20)

Number of formal appeals considered: 0  
 Number of applications agreed on Appeal: 0  
 Number of applications conceded: 0

**Holland Road Site:**

TABLE A  
 Published Admission Limit 2020/2021: 128  
 Number of preferences received by the closing date: 160

TABLE B  
 THE INITIAL ALLOCATION OF PLACES AFTER CLOSING DATE

Priority	1 <sup>st</sup> pref	2 <sup>nd</sup> pref	3 <sup>rd</sup> pref	Totals
SEN	0	0	0	0
Priority 1	0	0	0	0
Priority 2	0	0	0	0
Priority 3	28	0	0	28
Priority 4	21	0	0	21
Priority 5	2	0	0	2
<b>Totals</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>51</b>

TABLE C  
 APPEALS (as at 1/9/20)

Number of formal appeals considered: 0  
 Number of applications agreed on Appeal: 0  
 Number of applications conceded: 0

## **Admission of children out of year group and summer born pupils**

The school admissions code gives parents the right to request that their child is admitted out of year group and the council and own admission authority schools are required to consider each request on its merits and in the best interests of the child concerned. There is still the expectation that pupils enter their correct cohort unless there are exceptional reasons why they should only be educated in a different year group and this should only happen in very limited circumstances.

However, the admissions code states this is different for summer born pupils who are applying to start school for the first time. As parents of summer born pupils are not required to send their children to school until the September following their 5<sup>th</sup> birthday, parents can decide whether to send their children to school in the September when they have just turned 4 or in the following September. In making this decision parents should know which school year the admissions authority considers would be in the child's best interests to start, should they decide not to send their child to school until the September after their fifth birthday. When parents of these children request that their child is educated out of normal year group they do so when applying for the normal year of entry (in the January before they turn 4) and admission authorities are obliged to provide an answer to this question.

Updated guidance for both parents and admission authorities has recently been issued by the Department for Education and can be viewed [here](#).

This guidance highlights that admission authorities are required to make a decision which "takes account of the child's individual needs and abilities and to consider whether these can best be met in reception or year one. In effect, this means that the authority is making a decision about whether it would be in the child's best interest to miss the reception year" and be admitted straight into year 1 at compulsory school age.

Where the council is the admissions authority we are required to seek the view of the head teacher when making a decision and we will contact the head teachers of all preference schools before making a decision for a particular pupil. There is a requirement for the reasons for this decision to be communicated to parents before national offer day on 15<sup>th</sup> April.

As this is a decision for the admissions authority rather than individual schools, we would consider that any decision made by the council on a pupil would apply for all schools in the city where the council is the admissions authority.

Whenever an application is made to change schools for a pupil who is out of year group, for example at secondary transfer, there is a requirement for parents to request admission out of year group again in order to maintain the pupil in their current cohort. Within Brighton & Hove we are working with the expectation that if a pupil is admitted out of year group in reception that they will usually continue in this cohort throughout their education.

### **Deferred Entry for other Children Outside the Normal Year Group**

Parents/carers can request that their child is admitted to a different year group outside their normal age group. The school will liaise with any outside providers/agencies if appropriate and communicate its preference to the admissions authority. Each case will be considered on its merits. However, there is no automatic right to this.

When applying for deferment parents/carers need to provide information or evidence stating;

- The nature of the request
- Clear reasons for the request
- The views of the parents/carers
- The child's educational history
- Views of the previous or current education settings
- Information relating to the child's academic and personal, social & emotional development

This request will only be considered if there is significant supporting evidence of which may include:

- Existing professional reports and assessments e.g. educational psychologist/consultants
- Medical history and the views of a medical professional outlined in documentation such as an EHCP with a recommendation to educate outside the child's normal year group
- Any previous history of being educated outside of their normal age group

If the request is approved, then a letter will be issued to the parent/carer to confirm this.



Dear.....

Thank you for letter/email dated ..... requesting deferred entry for a **[enter year group]** aged child outside of the normal year group OR deferred entry for a child outside of their normal year group.

After liaising with the pre-school OR previous educational setting AND/OR other professionals, I am satisfied that a deferment into an alternative year group will be in your child's best interest. I am therefore confirming that we are willing to admit your child into an alternative year group as requested.

Kindest regards,

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