Hayes Park School
Learning for life

Admissions Policy & Criteria 2027 - 2028

The Governors, who are responsible for admission to this Foundation School, have agreed with the Local Authority to admit ninety (90) pupils in each year group. This number applies to every academic year.

Where the school is oversubscribed, after the admission of pupils with an Education and Health Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

1 A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became a subject to an adoption, child arrangements order, or a special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. **1***

2 Children who suffer a long term medical or social condition which makes it necessary that they attend Hayes Park School, (supported by a GP/Consultant statement) where attendance at any other school would present significant difficulties that cannot be overcome with reasonable adjustments. This must be disclosed at the time of application. **2***

3 Children who have a member of their immediate family with a medical or social condition which makes it necessary that they attend Hayes Park School, (supported by a GP/Consultant statement) where attendance at any other school would present significant difficulties. This must be disclosed at the time of application. **3***

4 Children who have a sibling* living in the same household who currently attend the full time school (not the nursery) and will continue to do so on the date of admission. **4***

5 Children of Staff **5***

6 Children living nearest to the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address (including Flats) to a fixed point in the school, using the Local Authority's computerised measuring system**. 6***

1* Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- Children who have been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (in accordance with Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (in accordance with Section 46 adoption orders).

2* Applications made under the medical/social criteria must be accompanied with details of medical condition **at the time of the application**. This must include written evidence from a GP/Hospital Consultant which clearly explains why a place is required at Hayes Park School and the difficulties should the child attend another school.

3* Medical applications are considered on a case by case basis, and are normally only applied where mobility is a concern for either child or family member with **SOLE responsibility** for taking that child to school. Higher priority cannot be given under these criteria if the required documents are not produced at the time of application. Decision will be based on evidence of need rather than a Doctor's personal recommendation that a place is required at a particular school.

4*A sibling is defined as a brother or sister, half brother or sister with at least one parent in common, adopted brother or sister or step brother or sister, living in the same household at the same address, who currently attends the full-time school (not nursery) and will continue to do so on the date of admission.

5*Children of staff include step child, or the child of the member of staff's partner living in the same household, at the same address.

6* Distance is measured in a straight line from the child's home address to the school using the Local Authorities Graphical Information System, which is based on ordnance survey data.

- Applications must be made in accordance with the London Borough of Hillingdon's coordinated admissions procedure, using the London Borough of Hillingdon's form/online application.
- Applications must be returned by the deadlines stated in the London Borough of Hillingdon's booklet 'Starting Primary School'.
- Proof of current address is required
- Parents of successful applicants are informed via London Borough of Hillingdon.
- Unsuccessful applicants will be offered the opportunity to be placed on a waiting list
- All applicants have the right to appeal.

Multiple Births
Infant Classes are limited to 30 pupils with a single teacher. Additional children may be admitted under exceptional circumstances. If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, in accordance with the School Admissions Code (September 2021) we will admit the other multiple birth siblings. These children will remain 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current Infant class size limit.

Reception Year deferred entry
Applicants may request to defer entry to school up until compulsory school age i.e. the first day of term following a child's fifth birthday. Applications are made in the usual way and then the deferral is requested in writing to the Chair of Governors. The Admissions Committee will consider requests and there is no guarantee that a deferred entry will be granted. Should it be, the place will then be held until the first day of spring or summer term as applicable. Applicants may also request that their child attends part time until compulsory school age is reached using the same process. Entry may not be deferred beyond compulsory school age or beyond the year for which the application was made.

Summer born Children
If a parent wishes his/her child to be educated outside his/her normal age group i.e. a child born between 1st April and 31st August, being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Children educated outside their chronological age group (except summer born children)
Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Applications should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

Children of UK Service Personnel
For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

Children from overseas
Applications for children coming from overseas will be treated in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

In Year Admissions
In Year admissions are made directly to the school or are made through the Local Authority. If a place is available and there is no waiting list then the governing body will admit the child. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered, then you may ask us for the reasons and you will be informed of your right of appeal. The school maintains a waiting list. This waiting list will be maintained by the governing body based on the oversubscription criteria. When a place becomes available the school will then make an offer.

Tie-Breaker
In the event of a tie, random selection by the drawing of lots in the presence of an independent witness will be used as the final tie breaker.

Home Address
The address you provide must be your child's permanent address at the time/close of application. You must not use a business address, childminders or relative's address, or any address other than your home address. Only in circumstances where the relative or carer has legal guardianship, and is the main carer, will a different address be considered as the main residence. Evidence will be requested to support this arrangement.

Shared or Joint Residency
Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The declaration (including the addresses of both parents) must be submitted at the time of making the original application. If no joint declaration is received by the closing date for applications and the residence is split equally, we will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify Hillingdon Council of any change of address.

Temporary Addresses
A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend). You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We will also check Hillingdon council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.

Evidence/Proof or Address
You need to provide documentary evidence of address by including your Council Tax reference number (as shown on your annual bill or direct debit statement). If it is not possible to verify your address by this method, or further evidence is required, you will be contacted. In these cases, we will request that you provide one or more of the following documents:
• A mortgage/tenancy agreement document
• A recent letter from the housing department/housing association
• Temporary housing letter issued by Local Authority, Home Office, UK Border Agency
• Recent utility bill (dated within the last three months)
• Driving license (copy of your current driving licence)
• Household/car Insurance; A copy of your most recent household/car insurance (dated within the last 12 months)
• Home Office immigration status document
•Letter confirming entitlement to benefits. For example, housing, income support, jobseekers (dated within the last three months)
• Child Benefit / Inland Revenue documents (if you are in receipt of either or both of these benefits); or
• Any other recently dated documents that we request depending on individual cases.

Please note that you can cover/erase any financial/personal information on these documents. The purpose of this document is to provide evidence of your address therefore we only require this to show your name, address and date of issue. You must notify the School Placement and Admissions team if you move address. Your new address will not be updated until proof has been provided. **Any proof of address provided must show the full name and match the details provided at the time of application.**

Withdrawal of places
A place will not be withdrawn once a child has started at the school, except where that place was fraudulently obtained but the length of time the child has been at the school will be considered.

Nursery Admissions

Fifteen Hours Free Entitlement: Where there are more applications than there are places available for the 15 hours free entitlement, the Governors will admit pupils according to the following criteria, which are listed in order of priority.

1. A looked after child or a child who was previously looked after but immediately after being looked after became a subject to an adoption, child arrangements order, or a special guardianship order.
2. Children who suffer a long term medical or psychological condition which makes it necessary that they attend Hayes Park School Nursery, (supported by a GP/Consultant statement) where attendance at any other school would present significant difficulties that cannot be overcome with reasonable adjustments. This must be disclosed at the time of application.
3. Children who have a member of their immediate family with a medical or psychological condition which makes it necessary that they attend Hayes Park School Nursery, (supported by a GP/Consultant statement) where attendance at any other school would present significant difficulties. This must be disclosed at the time of application.
4. Children who have a sibling **4*** living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission.
5. Children of Staff **5***
6. Children living nearest to the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address (including Flats) to a fixed point in the school, using the Local Authority's computerised measuring system.

Thirty Hours Free Entitlement: There are also a number of 30-hours places available for those parents entitled to the 30-hours free Nursery provision. The Governors will allocate based on the following criteria:

1. The 30 hours will be allocated based on the date order that the applications are received and once proof of 30 hours entitlement has been established.

Please note:
Attendance at the nursery does not guarantee a place in the reception of the school. In some instances not all children attending the nursery will be allocated a place in the full time school as there may be children not in the nursery who have a higher priority in respect of a full time place.

APPEALS
Where a place cannot be offered parents/applicants have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which they have applied. As a Foundation School, Hayes Park School is the admission authority and is responsible for arranging and hosting any appeal hearings. The timetable for organising and hearing community school appeals can be found on the admissions section of our website: www.hayesparkschool.co.uk

Consultation & Determination
The Governing Body determines admissions arrangements annually and formally consults on these every seven years in line with guidance.