DISCOVERY
EDUCATIONAL TRUST

HOGARTH PRIMARY SCHOOL

Admissions Policy
for Academic Year 2026/27

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Introduction

1. This Admission Policy is part of the admission arrangements for Hogarth Primary School (HPS), a primary school, which is part of Discovery Educational Trust (DET), a multi-academy trust.
2. HPS is a co-educational publicly-funded school that welcomes applications for the admission of children regardless of aptitude, ability, special educational or other needs, disabilities or other protected characteristics.
3. HPS admits children into Reception Year, who will usually remain on the roll until Year 6, after which they will transfer to a secondary school.
4. The 'admission authority' for HPS is DET, via its Trust Board (TB). The HPS Local School Committee (LSC) has responsibility, on behalf of DET's TB, for monitoring the application of this Policy to ensure fairness and consistency.
5. In education law and this Policy, a 'parent' means a natural or adoptive parent of a child (irrespective of whether they have care of, contact with or parental responsibility for, the child), as well as other persons who are not the natural or adoptive parent of the child, but who have care of and/or parental responsibility for them.

Children with an Education, Health and Care Plan (EHCP)

6. Children with an EHCP are <u>not</u> admitted under this Policy. They are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25. Their EHCPs are maintained by their home Local Authority, which is responsible for making decisions as to which educational setting will be named therein as the one the child will attend.
7. Where the parents of a child with an EHCP want them to be educated at HPS, they must discuss this with the Special Educational Needs (SEN) team at their home Local Authority. The home Local Authority may then consult HPS on its suitability and compatibility, before deciding whether or not to name it in the child's EHCP.
8. Where HPS is named in an EHCP, it will admit the child. Where this happens in the 'normal admission round' (i.e. admission to Reception Year at the start of September), their place will be allocated before others within the PAN, reducing the number remaining. Where this happens at any other time, they will be admitted regardless of numbers.

Age at Admission and Compulsory School Age

9. All children are entitled to a full-time place at school in the September following their fourth birthday. However, they do not reach compulsory school age (the age at which they are legally required to attend school full-time) until one of three prescribed dates after their fifth birthday:

9.1 Children born on or after 1 September to 31 December reach compulsory school age on 31 December on or after their fifth birthday.

9.2 Children born on or after 1 January to 31 March reach compulsory school age on 31 March on or after their fifth birthday.

9.3 Children born on or after 1 April to 31 August reach compulsory school age on 31 August on or after their fifth birthday. These children are known as 'summer born children'.

Deferred Entry, Delayed Entry and Part-Time Attendance

10. Parents have a right to decide that their child will not start school until they reach compulsory school age. Where this is for one or two terms, this is known as 'deferring' entry, and the place offered and accepted will be retained for that child until they start school.

11. However, entry cannot be deferred beyond the end of the second term of the school year. The parents of summer born children can defer entry for one or two terms (and retain their place). However, if they decide that their child will not start school until the following school year in September (known as 'delaying' entry), the place offered and accepted will be lost, and the parents will have to make a new application for admission the following year.

12. Parents also have a right to decide that their child will attend school part-time until they reach compulsory school age. Unlike with deferred entry, this may be for the whole school year (in the case of summer born children), and it can also be combined with the right to defer entry. For example:

12.1 Children born on or before 1 September to 31 December can defer entry until the first day of school in January, or attend part-time until then.

12.2 Children born on or before 1 January to 31 March can defer entry until the first day of school in January or April, or attend part-time until either of those dates, or a combination of the two can be arranged (e.g. defer until January, then attend part-time until April).

12.3 Summer born children born on or before 1 April to 31 August can either:

a) Defer entry until the first day of school in January or April, or attend part-time until either of those dates or for the whole school year, or a combination of the two can be arranged (e.g. defer until January or April, then attend part-time until April or the end of the school year); or

b) Delay entry until September the following year, when the place offered and accepted will be lost and a new application for admission must be made the following year. This would normally be for admission to Year 1 with the child's normal age group, unless a Request for Admission Outside Normal Age Group is made and agreed in principle for entry to Reception Year instead (see further below).

13. In all cases, parents are asked to let HPS know their decisions as soon as possible, to assist with operational planning.

Statutory Maximum Infant Class Size

14. The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher.

15. Some categories of children may still be admitted over the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.15 of the Admissions Code. Where this happens, the additional pupils are deemed to be 'excepted pupils', who do not count towards the class size until it falls back to 30.

Published Admission Number (PAN)

16. The PAN for Reception Year is **30**.

Oversubscription Criteria

17. Where there are fewer applications than places available, all children will be offered a place.

Where there are more applications than places available, the order in which places will be allocated will be:

17.1. **Looked after and previously looked after children**

A 'looked after child' is one, who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of its social services functions, in England. A 'previously looked after child' is one, who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child, who appears to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider, whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside of England, evidence of having been in state care outside of England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the Department for Education's (DfE) current guidance will be followed.

Where the Virtual School Head (**VSH**) at the Local Authority has already verified the child's status and HPS is able to confirm this with them, there will be no need for evidence to be provided with the application.

17.2. **Children with a sibling at Hogarth Primary School at the time of application and admission**

The sibling must be on the roll at HPS at the time of application, and will still be on the roll at the time of the applicant child's admission. For the avoidance of doubt, this will not include siblings in Year 6 at the time of application, who will have transferred to secondary school at the time of admission.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a long-term foster brother or sister (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's cohabiting partner.

In all cases, the sibling must live at the applicant child's home address (as defined in this Policy) and be part of the same core family unit. For the avoidance of doubt, a child of a family member (e.g. cousin or grandchild) or child of a friend will not be a 'sibling', even if they live at the same address as the applicant child.

17.3. **Children living within the Priority Admission Area**

The applicant child's home address (as defined in this Policy) must be located within the Priority Admission Area for HPS as shown in the Priority Admission Area Map available via the HPS website.

17.4. **All other children**

All applicant children not included in any of the categories above will be included in this category.

Tie Breaker

18. In any oversubscription category, where there are more applications than places available, the order in which places will be allocated will be determined by reference to the straight-line distance between the child's home address (as defined in this Policy) and the HPS address, with places being allocated from the lowest distance to the highest distance. Where the distance is equal for two or more applicants, random allocation (in front of someone who is independent of HPS) will be used to distinguish between them.

19. The straight-line distance between the two addresses will be calculated in accordance with the Essex Primary Schools Admissions booklet available to view on the website www.essex.gov.uk/admissions. Measurements from any other websites or software (e.g. Google Maps) will not be relevant or accepted.

20. Where applications are received for the admission of twins, triplets or siblings of higher multiple births to the same Year Group at the same time, but not all of them are allocated a place because of the application of the tie breaker for the final place(s), all of them will be allocated a place even where this means going over PAN or usual pupil numbers for that Year Group.

21. In Reception Year, Year 1 and Year 2, such children will be 'excepted pupils' for the purpose of the statutory maximum infant class size, which means that they do not count towards the total until the class size falls back to the maximum.

Child's Home Address

22. The child's home address is defined in this Policy, and it is the address meeting this definition that must be given in the application.

23. The child's home address is the residential (not business) address at which they will live and sleep for more than 50% of their time from Sunday to Thursday night during term time, at the time of their admission. Where the child lives with more than one parent and the pattern for overnight stays is irregular, this will be assessed over the most recent five term time weeks.

24. Parents will be expected to provide satisfactory documentary evidence of the child's home address and, where applicable, of siblings. This may include family court orders setting out child arrangements, proof of ownership or renting, and/or registration with a GP, dentist and/or optician.

25. Where the family owns or rents another property, additional documentary evidence that the address given will be the child's permanent home address from the date of admission may be requested.

26. If the child moves address during the course of the application process in the 'normal admission round' (see below), parents must notify their home Local Authority and (if different) Essex County Council as soon as possible and provide satisfactory documentary evidence that the new address will meet the definition and is intended to be permanent, as well as the intended moving date.

27. Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quartering address may be used, at the parent's request.

Application Process in the 'Normal Admission Round'

28. All Local Authorities are required to coordinate admission in the 'normal admission round' for all schools in their area, and all schools are required to participate in their Local Authority's scheme.

29. The 'normal admission round' for applications for admission to Reception Year in September covers all applications made by the statutory deadline for applications (**15 January 2025**), as well as applications made after this date, but in time for a place to be offered on 'national offer day' (**16 April 2025**).

30. Applications in the 'normal admission round' for Reception Year must be made to the child's home Local Authority using its Common Application Form, which will be available on its website. For applicants resident in Essex County Council, its admissions webpage can be accessed by clicking here: **Admissions | Essex County Council**.

31. A 'late application' is one received before the first day of term, but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of places has been allocated, this will inevitably reduce the chance of achieving a place at HPS. Parents are, therefore, strongly encouraged to submit applications by the stated closing date.

Application Process for In-Year Admission

32. An 'in-year application' is one made for Reception Year on or after the first day of term in September, or for any other Year Group at any time.

33. The PAN set for Reception Year applies throughout the year of admission, but ceases to apply after that. This means that in-year applications made for Reception Year may be refused on the basis that there are no places available within the PAN.

34. In respect of in-year applications for Year 1 to Year 6, a place will be offered unless admitting an additional child/applicant would prejudice the efficient provision of education, and/or the efficient use of resources, at HPS.

35. Where multiple in-year applications for the same Year Group are received and processed at the same time, and some, but not all, children can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.

36. Applications for in-year admission must be made **directly to HPS**, by completing the In-Year Admission Application Form, which is published on the HPS website or available in hard copy form from the HPS School Office. The completed application must be sent to HPS, via the Admissions and Administration Officer, by email to admin@hogarth.essex.sch.uk or by post/hand delivery to the HPS School Office.

37. The outcome of in-year applications will be notified in writing to parents within a maximum of **15 school days** of receipt, with reasons if refused.

Requests for Admission Outside Normal Age Group

38. Parents have a right to request permission for admission to a Year Group outside their normal age group, which may be above or below. However, this is not an absolute right. The request must be considered by HPS, which must decide whether to agree it in principle, or refuse it, considering the factors set out below.

39. These requests are not applications for admission, which must still be made in the usual way.

Parents are strongly encouraged to make these requests as early as possible, preferably well ahead of any application deadlines for their normal age group, so that they make informed decisions when they subsequently apply for admission. A request must be made to the 'admission authority' for each school for which admission is sought outside normal age group, as the outcome may not be the same for all.

40. HPS makes decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, the Headteacher's views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This is not an exhaustive list, and parents may put forward any matters or documents for consideration.

41. Parents must complete a Request for Admission Outside Normal Age Group Form (which is published on the HPS website or available in hard copy form from the HPS School Office and submitting it to HPS, via the Admissions and Administration Officer, by email to admin@hogarth.essex.sch.uk or by post/hand delivery to the HPS School Office, along with any supporting documentation.

42. HPS, via the Admissions Manager, will notify parents of the outcome of their request in writing, and will explain their reasons in sufficient detail for parents to understand why the decision was arrived at. Where the request is agreed in principle, the letter should accompany the application for admission subsequently made.

43. Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group. However, they may complain to HPS about the outcome if they wish.

Statutory Right of Appeal

44. Parents have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at HPS. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.

45. HPS will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before 28 February 2025.

Waiting List

46. HPS maintains a waiting list for all Year Groups for the duration of the school year. However, at the end of the year, the entire list will be deleted unless parents contact HPS to confirm that they wish their child's name to remain on the waiting list.

47. Waiting lists are ranked by reference to the oversubscription criteria set out above, and not by reference to the date that the child's name was added to the list. This means that a child's name can go up, as well as down, the list as more names are added.

48. When a place becomes available, the tie breaker set out above (i.e. distance and, if needed, random allocation) will be used to determine which child in the top category (if more than one) is offered the place.

49. Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting lists for any Year Group.

Review and Determination of Admission Arrangements

50. The admission arrangements for HPS must be determined every year by the TB on or before 28 February in 'determination year' (i.e. the calendar year before admission).

51. Where any changes are proposed from the criteria determined for the previous intake, these must be consulted on for a minimum of six calendar weeks between 1 October and 31 January, ahead of determination. The admission arrangements will, therefore, be reviewed early in the autumn term each year to establish whether any changes will be proposed.

52. The admission arrangements for the 2026 intake (of which this Policy is part) were determined on 6 February 2025.