

**HOLLYBROOK JUNIOR SCHOOL**  
**ADMISSIONS POLICY**  
**2018/19**



The Governing Body of the school are the Admission Authority for the school. As required in the School Admissions Code, the Admission Authority will consider all on-time preferences at the same time for September 2018 admissions.

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the highest ranked of the schools that could be offered.

### **Children with statements of special educational needs (SEN) / Education, Health and Care Plan (EHCP) that name the school**

Children with statements of special educational needs or EHCPs that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

### **Oversubscription criteria**

Applications submitted by 15 January 2018 will be dealt with first. If the number of applications submitted by 15 January 2018 is greater than the Published Admission Number (PAN) for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined by section 1.7 of the School Admissions Code.
2. Children subject to a child protection plan.
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school for the following year. (This includes children living as siblings in the same family unit.) In the case of applications for places at junior schools a sibling at the linked infant school (Hollybrook Infant School) will count as a sibling at the junior school.

A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address.

4. Children attending the linked infant school – Hollybrook Infant School.
5. Children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open gate to the school, using public roads and footpaths.

If the school be oversubscribed from within any of the above criteria, then distance, as defined in 6. above will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

### **Late Applications**

The closing date for applications is 15 January 2018. Applications received after that date will be late applications. If the school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

### **Waiting Lists**

If a place cannot be offered at Hollybrook Junior School, unsuccessful applicants will automatically be placed on the waiting list. If places become available, children on the waiting list will be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn. The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above. Each time a child is added to the waiting list, the waiting list will be re-ranked according to the Admissions Policy criteria. The waiting list will be held until 31st July 2018. Any parent wishing to remain on the waiting after this date will need to make a new in-year application to the school.

### **Co-ordinated Admissions Scheme**

Hollybrook Junior School fully participates in the LA published co-ordinated admissions scheme. The governors have delegated the management of the waiting list to the LA Admissions Team during the normal admission round. The waiting list will be passed to the school on 1<sup>st</sup> September 2018.

### **Published Admission Number**

The school proposes to publish an admission number of 60 for the 2018/19 academic year. This admission number is based on the school's net capacity assessment.