



## Gravenhill Primary School admission arrangements for 2023/24

### Introductory statement

Graven Hill is a two form entry community school located at the heart of the newly forming Graven Hill housing development. It is part of the Warriner Multi Academy Trust and as such has an ethos of inclusivity and high expectations for all. Because of the unique nature of the community that we serve, Graven Hill Primary School has at its heart the drive to be environmentally sustainable and will be a flagship all the other schools within the Multi Academy Trust and beyond.

### Admission number(s)

The school has an admission number of 60 for entry in Reception,

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

### Application process

#### For places in Reception

The local authority will process applications outside the normal local authority process for co-ordinating school offers. This means for places in Reception you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

To apply for a Reception place at Gravenhill Primary school parents must apply using the form available on **Gravenhill Primary School** website; [www.gravenhillprimary.school](http://www.gravenhillprimary.school) or can be requested by emailing [admissions@gravenhillprimary.school](mailto:admissions@gravenhillprimary.school)

Please return the application form to [admissions@gravenhillprimary.school](mailto:admissions@gravenhillprimary.school) The closing date for applications is midnight on 15 January 2023.

Offers for all year groups will be made on 19 April 2023. If we have not entered into a funding agreement with the Secretary of State for opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

### Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. Priority will next be given to children living within the catchment area set out in the map at the end of this policy in the order set out below. Children living on the boundary line will be considered to be living within the catchment area.
  - a. Priority will next be given to the siblings of pupils attending the school at the time the application is received where an older sibling is in year 6 siblings will not be prioritised under this criterion.
  - b. Other children living in the catchment area.
3. Priority will next be given to the siblings of pupils from outside the catchment area, set out in the map at the end of this policy, attending the school at the time the application is received where an older sibling is in year 6 siblings will not be prioritised under this criterion.
4. Other children

## **Tie-break**

If in categories 2-4 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-4 above to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

## **Late applications**

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

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<sup>1</sup> A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

## Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

## Waiting lists

The Local Authority will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by the Local Authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Clerk to the Warriner Multi Academy Trust [admissions@gravenhillprimary.school](mailto:admissions@gravenhillprimary.school) for information on how to appeal. Information on the timetable for the appeals process is on our website at [www.gravenhillprimary.school](http://www.gravenhillprimary.school) Appellants have 20 school days from the date of notification that their application was unsuccessful to submit an appeal.

## **Notes:**

### Home address

The home address is where a child normally lives. 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. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

### Sibling

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

## **Catchment area for Graven Hill Primary School**

