



HAWKINGE PRIMARY SCHOOL

ADMISSIONS POLICY

This policy should be read alongside the following policies:

Whistle blowing, Anti bullying, Health and Safety, Managing allegations, Child Protection, Community Cohesion, E safety, Safe working practices, behaviour and site security policy and with reference to our school vision statement:

At Hawkinge Primary School, we encourage the whole child to reach his or her full potential and acquire the necessary knowledge, skills and values for life.

INTRODUCTION

Hawkinge Primary School operates an inclusive policy to admit pupils to the school up to the published, planned admission number for each year group. The policy embraces the principles of Equal Opportunities and will therefore not discriminate against any applicant on the grounds of gender, ability, aptitude, disability, ethnicity, religion or family situation.

POLICY

At present there is one intake of new entrants (Foundation) in September, children will have attained the age of five between 1st September and 31st August of that academic year. The Governors endeavour to provide school places for all those children who reside in the local village and whose parents request a place. The Governors retain the right to refuse a place when they consider the school is full.

- Planned admission number for each year group is as follows:-

Foundation & Key Stage One Year Groups -	45
Key Stage Two Year Groups:-	47

Once the published, planned admission number for the year group has been reached no other children can be offered a place, and any remaining children will be placed onto a waiting list. Their name will remain on the waiting list for 6 months.

Any parent whose child has been refused admission has the right to appeal against this decision. Information about appeals can be obtained from the school.

Oversubscription Criteria

In the event of oversubscription, each one of the following criteria will be considered in rank order to determine the children that can be offered a place at the school.

1. Looked after children
2. Sibling/s in attendance at Hawkinge Primary School at the time of Admission
3. Nearness of child's residence to school. Distances are supplied by Kent County Council and measured in a straight line from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey.

Initial enquiries with regard to admission should be made to the School Office, from whom information and RCAF Form (Reception Common Application Form for Admission to Primary School) can be obtained. Please note that this form needs to be completed by the January before the September of admittance. You will receive notification of whether your child has a place in the school in March. Applications can be made at any time. We will note your name and send the RCAF Form to you at the appropriate time.

Prospective parents are welcome to visit the school. Please phone 01303 892224 or call at the school office to arrange a visit.

RESPONSIBILITIES

It is the responsibility of the Governing Body to:

- ❖ Ensure this policy is reviewed and approved annually.
- ❖ Act as the admissions authority for the school

It is the responsibility of the Head Teacher to:

- ❖ Oversee and execute the admissions for the school

Review date due: September March 2011
See Equities Screening 2009-2010 doc