



Hillyfield Academy

Admissions Policy

2018-19

Adopted by the FGB:	
To be reviewed:	4 th October 2018
Next review:	October 2019
Signed by the Chair of Governors:	<i>Rebecca Lyons</i>
Date signed by the Chair of Governors:	4 th October 2018

Brilliance in Every Child, Excellence Every Day

Hillyfield is a seven-form entry school for children aged 2 to 11 years old; at present there are 1300 children on roll and the school will continue to grow over the next two years to reach its full capacity of 1600 children. The school is split over two sites: Hillyfield on the Hill and Hillyfield at the Park. One of our core values is “Creating a sense of belonging”.

We ensure that every child is known and loved as an individual and cared for from the moment they enter the school gates.



Primary School Admissions

At Hillyfield Academy we welcome visits from prospective parents at designated times throughout the school year. In addition to this, formal meetings will be held for prospective parents at least twice per year. Prospective parents are encouraged to use the school website to view information about the school including school policies before making an application to the school.

Waltham Forest is the Admissions Authority for our school. This means that all applications for a primary school place must be made directly to Waltham Forest. Places will be allocated by Waltham Forest in accordance with their admissions procedures.

All the information required to apply for a school place is available on the Waltham Forest website: www.walthamforest.gov.uk/content/applying-primary-school-place.

Applications to Hillyfield should be made with great care, to ensure that the correct site is chosen.

- **Site 1 (90 spaces)** Hillyfield
on the Hill
Higham Hill
Road E17 6ED
020 8527 7934

- **Site2(120 spaces)** Hillyfield
at the Park
Aveling Park
Road E17 4NR
020 8498 4920

Successful applicants will be contacted by the school and informed of the transition process.



Nursery Admissions

1. Procedure

- The school maintains a waiting list for nursery admissions. Parents and carers can place their child on the list at any time but must understand that places are not allocated on a first come first served basis. Please see the admissions criteria in section 3.
- Children will be admitted to nursery after their third birthday for three year olds and after their second birthday for two year olds. If there are not enough places for the number of children eligible for entry, then each child and families needs will be considered individually taking into account all of the factors in our admissions criteria.
- Parents/carers will be notified by email and letter if their application has been successful or unsuccessful.
- As part of the transition to Nursery, parents/carers will usually be invited to an initial visit to the setting, following this a home visit will take place.
- Each child will be allocated a keyworker who will be a central point of contact for the child and family.
- Children will be admitted to the nursery in a staggered approach, this is to enable a smooth and supportive transition process for all children.

2. Allocation of places

Currently, Nursery spaces are as follows:

Hillyfield on the Hill

45 places (equivalent to full time education FTE) for 3 and 4 year olds. This includes the 30 hours of Free Childcare for eligible families.

Hillyfield at the Park

24 FTE places for 3 and 4 year olds. This includes the 30 hours of Free Childcare for eligible families.
16 FTE places for 2 year olds, including 15 hours of funded nursery education for eligible families.

All parents and carers will be informed as soon as their child has been allocated a space.

As the 2 year old children reach their third birthday they will move up to the 3 year old room as and when spaces become available. However, the provision for these children will continue to be planned for in a specific, challenging and achievable way that is appropriate for their developmental needs.



3. Admission Criteria:

If there are not enough places for the number of children eligible for entry, then each child and families needs will be considered individually according to our admissions criteria in the following order.

1. Looked after children.
2. Children who have a parent that is a member of staff at Hillyfield at the Park or Hillyfield on the Hill. These places are allocated as an incentive for recruitment and retention.
3. The individual needs of the child, taking into consideration; Diagnosed Special Educational Needs, and/or physical, medical, social and emotional needs that affect the child's progress. *(Please note to be considered under this criteria evidence must be received of the diagnosis from a qualified Doctor or medical/professional institute before the deadline.)*
4. Children with a sibling that attends on the same site.
5. Distance to the school 'as the crow flies' – measured in a straight line.

When a place is allocated, the parents/carers must confirm acceptance of the place within 14 days or the offer will be withdrawn and allocated to the next most eligible applicant. This will be made explicit in the offer letter.

4. Nursery Appeals

There is no formal appeals process, however, where there is a query in relation to Nursery admissions, parents/carers should primarily discuss the matter with the school office. Further to this, parents/carers would be directed to follow the Concerns Flow Chart in order for their query to be appropriately resolved.

5. School Admissions:

Parents must apply through Waltham Forest Admissions Service for a Reception-Year 6 school place at Hillyfield Academy.

Further information can be gained from the School Admissions – Advice and Information Service.

School admissions are not automatic, and children attending Hillyfield Nursery will not be automatically given a place in Reception. The Waltham Forest admissions criteria will apply for all admissions Reception – Year



Reception Year Admissions

At Hillyfield Academy, we believe that it is in the best interests of the children to have a clear policy for admissions to the Reception year.

Hillyfield Academy strongly believes in our Early Years provision, which has been designed to meet the needs of our community. We personalise our teaching approach, plan for individual needs and structure our day, routines, timetables and most importantly our teaching and learning around the needs of the class and individuals within that class. We firmly believe in our ability to personalise our approach, create a sense of belonging and a positive climate for learning for all our pupils and their various stages of school readiness on entry to Reception.

For this reason, we believe that most children's needs can be best met, by starting Reception in September of the academic year in which they turn 5. The vast majority of our families choose to start their child at this point in the academic year.

The Admissions Code 2014 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age. A child reaches compulsory school age at the start of the term following their fifth birthday.

The Admissions Code 2014 specifies that pupils that have been awarded a place in the Reception year have the right to request a part-time place until they reach compulsory school age. Alternatively parents may choose to defer their school start date until compulsory school age. To ensure fairness for all families, to safeguard our pupils and in accordance with the Admissions Code 2014 we will consider all requests for pupils to have a part-time admission to Reception, to defer their Reception place and to request an admission out of their year group – Reception instead of Year 1 - in line with this policy.

In order for our school to ensure that we are providing for the best interests of the child, all requests will be individually considered by the leaders of the school. We expect requests to be put in writing at the first stage and parents will then be expected to follow the process below:

The school will consider such requests in the best interests of the child at every stage of the process to ensure that the School Admissions Code 2014 is being adhered to.

The Admissions criteria for admissions to Waltham Forest schools is as follows:

- Priority 1 – Looked After Children or previously Looked After Children
- Priority 2 – Medical or social reasons or Children 'At Risk'
- Priority 3 – Siblings
- Priority 4 – School Staff Children
- Priority 5 – Distance



Part time/Deferments procedures

At each stage of this process we consider the individual needs of the child.

1. Parents contact the school in writing to request a part-time place or deferment for their Reception aged child.
2. A member of the leadership team will arrange to meet with the parents to discuss the request and reason in more detail.
3. The Leadership team will meet to confirm the terms of the agreement.
4. Parents are informed of the schools decision.
5. Staff to remain in frequent contact with the child and family throughout the academic year in which the deferment/part-time offer has been agreed.

Where a part-time place is agreed between the family and our school, this offer will be 5 full morning sessions per week. This offer is not flexible. As a school, it is our responsibility to ensure that all children are safe and that their education is well provided for. As a school with 7 forms of entry in Reception and 210 children in our Reception intake, this can only be achieved if we are secure in our knowledge of when all part-time children are attending.

Please note that we do not make provision for part time places in any other year group.

Nursery to Reception class

Children do not automatically transfer from Nursery to a Reception class so you must complete an application with Waltham Forest or the borough that you live in (for out of borough applicants) for a Reception place.

Attendance at Hillyfield Nursery does not guarantee a place in the reception



In Year Admissions

For In Year applications (admissions to any year other than Nursery or Reception) an In Year Common Application Form (iCAF) should be completed. The form can be downloaded from the Waltham Forest website www.walthamforest.gov.uk/content/year-admissions. Part B should be completed by the child's current school.

Successful applicants will be invited in to complete any additional paperwork needed and to meet the Deputy Headteacher. During this meeting, parents are given the opportunity to discuss the needs of their child and their school experience thus far. They will be introduced to their class and teacher and will have a guided tour of the school.

Transition to school for In Year applications will be personalised for the needs of each pupil.

Out of Year Admissions

Hillyfield Academy follows Waltham Forest's policy, which is that in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances.

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health.

It is the parent's responsibility to provide any supporting evidence they wish to be considered in respect of their application.

A decision will be made on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant their medical history and the views of a medical professional; whether they have previously been educated 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. The Headteacher and Governing body will make a decision once all the information needed has been reviewed.

For community and voluntary controlled schools, the Council as the relevant admission authority will, through a panel process, decide whether the application will be accepted on the basis of the evidence submitted. There is no guarantee that an application will be accepted. If the application is not accepted this does not constitute a refusal of a school place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at the school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Head teacher and senior leadership of individual schools.



Admissions for Pupils with Additional Needs

Children with Additional Needs

If your child has an identified Special Educational Need or Disability and you would like to apply for a place at Hillyfield, please contact the school for an informal discussion in the first instance. Following this an application through admission should take place; please include all information and any relevant documents within your application. The school will then be consulted by the Waltham Forest admissions team and we will respond according to their policy.

If your child has an Education, Health and Care Plan in process then you will need to make your application through the Disability Enablement Service. We will then receive a formal consultation from the Disability Enablement Service if they agree that a place at Hillyfield would be suitable for your child. If the consultation is for a place within our Autism Resource Provision then the following steps will be taken:

- Observation in current setting and or information gathered
- Discussion with parents/carers
- Tour offered to the family (if requested by parents)
- All paperwork sent will inform our decision along with all of the above

If we do not have any spaces in our Autism Resource Provision then we will respond to the consultation from the paperwork sent only as per advice from the Disability Enablement Service.

Further information

Further information about applying for a Nursery school place can be requested from the school office.

Further information about applying for a Primary school place can be found on the Waltham Forest Website: www.walthamforest.gov.uk/content/applying-primary-school-place.

This policy was written in accordance with the School Admissions Code 2014.

Review date: October 2019

This policy will be monitored and updated annually at the school governors Resources Committee.

