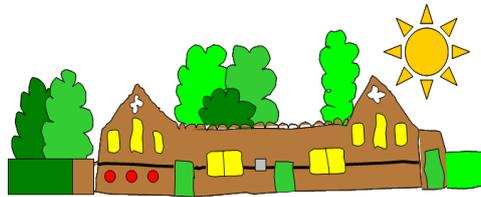


Prospectus

2018-2019

Hackleton CEVA Primary School
Main Road
Hackleton
Northamptonshire
NN7 2AB
01604 870086



Hackleton CEVA Primary School is an outstanding village primary school with a strong Christian ethos. We are extremely proud of our school and our achievements. Our dedicated staff strive to ensure that every child has the opportunity to reach their full potential in a safe, caring and happy environment. We want all our children to enjoy coming to school every day. We offer a broad and balanced curriculum providing plenty of exciting opportunities and educational experiences for all children, regardless of their ability. This is enriched further by a wide range of clubs, run by teachers and outside agencies, which take place both before and after school.

We believe that a strong partnership between school and home is vital for children to achieve their best. Parents are always welcome to come and help as readers, talk about their occupations, accompany school trips and share their skills. We provide a range of opportunities for parents to come into school and see the many different things that the children have been doing. The Hackleton School Association works hard to support the school and organises regular events which are open to everyone.

We hope you find all the information you are looking for in our prospectus and on our website but to get a true idea of what we are about, please come and visit!

Yours sincerely,

Andrea Revens

Headteacher

Headteacher
Deputy Headteacher
School Business
Manager
School Office Manager
Email
Website

Mrs Andrea Revens
Mrs Sally Bird
Mrs Carol Parker

Mrs Kara Aldcroft
bursar@hackleton.northants-ecl.gov.uk
www.hackletoncevapprimary.org



School Aims

Our aims are underpinned by the British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faiths and beliefs.

We aim to:

- Provide the best quality education possible in a safe, happy and caring environment enabling each child to reach their full potential;
- Ensure that every child develops a lively, enquiring mind and life skills so that they will have the ability to experiment, investigate, take risks, challenge, discriminate and make informed choices whilst at school and in their adult life;
- Provide opportunities for children to explore and develop their own values and beliefs, spiritual awareness, high standards of personal behaviour, a positive caring attitude towards other people, an understanding of their social and cultural traditions and an appreciation of the diversity and richness of other cultures.
- Ensure that every child becomes a valuable and fully rounded member of society who treats everyone with respect and tolerance, regardless of background.

OFSTED

The school's latest OFSTED report was carried out in 2010 when we were judged to be outstanding. A link to the report can be found on the school website and also by visiting the OFSTED website and searching under reports.

Diocesan Inspection (Section 48)

We became a Church of England School with Voluntary Aided Status in September 2005 and have close links with our local church family. Section 48 inspections are carried out approximately every 5 years. The last inspection was carried out in January 2016 and we were awarded a 'Good' rating. A full copy of the report can be found on our school website.

The Governing Body

The Governing Body comprises of volunteers drawn from staff, parents, Local Authority representatives and co-opted members from the wider community. As we are a Church of England school, we are also required to have Foundation Governors who are appointed by the Diocese. Governors come from a wide range of backgrounds with a diverse range of skills and expertise. The Governing Body has a general responsibility for seeing that the school is run effectively and is providing the best possible education for its pupils. This has to be done within the framework set by national legislation. Governors work with the Headteacher and staff to provide strategic direction and vision for the school, sharing in setting the school's aims, planning for the future and keeping a watchful eye on performance.

Chair of Governors: Mrs Kerri Connolly



School Organisation

As of September 2018 there were 208 children attending Hackleton School. We have provision for one form entry which is divided into 7 single age classes, one in each year group.

When children begin their reception year, they are admitted on a part-time basis for two weeks attending morning sessions only. In the second week, the children stay for lunch before commencing with full-time attendance from the third week. This is to ensure the children gain a settled start and have time to adjust to their new setting.

Our School Day

Time	Activity
8:45-8:55	Registration
8:55-10:30	Session 1 Including morning worship
10:30-10:45	Break
10:45-12:15	Session 2
12:15-1:15	Lunch
1:15-3:15	Session 3 / 4 Including KS1 break and afternoon worship (if not in morning)

Children can arrive from 8:45am and make their way into their classrooms for registration unless they are attending the Out of School breakfast club run by Woodleys or a before-school sports club. Children are welcome to come straight into their classrooms via the green gate situated to the left of the school building.

Woodleys Out of School Club

Called WOOSH, children up to the age of 11 years can be dropped off from 8.00am, given breakfast of cereal and toast and walked to our partnership schools for the start of the school day. When school finishes, children are collected and they can enjoy a snack and stay until 6.00pm.

In the school holidays a full time service is available from 8.00am to 6.00pm with the children being provided with a cooked lunch and tea in the afternoon.

All facilities and equipment for older children is age appropriate and any activities they choose to do will be interesting and enjoyable. Fun is at the centre of everything they do.

For more information call on 01604 871046 or email at woodleysvillage@hotmail.com

Extra-Curricular Activities

We are committed to providing a wide variety of exciting extra-curricular activities to all pupils. These are run by a mixture of external companies and members of teaching staff across the week. These currently include:

Monday	Tuesday	Wednesday	Thursday	Friday
Football Years 1-4 Gymnastics Years 1-6 Spanish Years 2-6	Badminton Years 3-6 Cricket Years 3-6 Reading Years 1-2 Puzzle Club Years 2-3 Fine Art Year 5-6 Cooking Year 6 Spanish Years 2-6	Dodgeball Years 1-6 Latin Years 3-6 Netball Years 4-6 Music Years 2-3 Coding Club Years 3-4	Football Years 5-6 Basketball Years 3-6 Drama Years 1-6	Step by Step Dance Years 3-6 U-Dance Years 1-6 Maths Club Year 1-6 Bike Club Year 3-6

We offer a wide range of sporting activities within our extra-curricular timetable equipping our children with the choice to lead healthy, active lifestyles by encouraging active participation in physical activity. We are extremely proud to have been awarded the Gold School Games Mark for the third year in a row. The School Games Mark is an awards scheme which recognises schools commitment to the development of competition and participation across their school. OFSTED also use the Mark award as part of their inspection framework. We are pleased to offer swimming for years 5 and 6 and also Bikeability across the school.



Music

Peripatetic music lessons are available during the school day for strings, woodwind and guitar. Every effort will be made to accommodate your tuition requests although there may, at times, be a waiting list. All pupils in Year 3 learn how to play the ukulele through a First Access Music Project for 10 weeks and children in Year 4 learn to play the recorder. From Year 2 upwards they are offered the opportunity to learn an instrument taught by peripatetic staff.

The school has recently been awarded the Music Mark, having been nominated by the local music service. This is in recognition of the value we place on our music education.



Hackleton School House System

The school is divided into 4 houses and children are allocated a house on joining the school. Family members are in the same house. This is used to encourage children to support each other whilst giving them a sense of responsibility and belonging. Our original houses have been renamed after inspirational athletes, as chosen by the children: **Peaty**, **Kenny**, **Whitlock** and **Farah**.

Children can earn house points for good work, effort, behaviour, attitude and achievement. Certificates, awards and trophies which the children receive outside of school earn points for their house and these are celebrated in our Celebration Assembly. The winning house each week is announced at the end of each week, term and year.

As well as collecting merits for their house, children are also rewarded individually for their own achievement.

On reaching the required number of merits for each award, children will receive a badge to wear. When the next award is reached, they will exchange any previous badge for a new one.

Bronze Award	50 merits
Silver Award	100 merits
Gold Award	150 merits
Platinum Award	250 merits
Head Teacher's Award	300 merits

Each year the children in Year 6 may put themselves forward to take on the role of House Captain or Vice Captain. They submit applications and the rest of the house elects their new leaders.



School Council

At Hackleton School we recognise the importance of children's rights to have their views acknowledged in the running of their school. We therefore hold a School Council with children from Year 1 through to Year 6 within school time. Children discuss within their class issues of school development. Two school councillors from each class then bring their class' views to the School Council where they are discussed, action plans made and then worked upon.

In recent years, the School Council have fundraised for and chosen play equipment which has been installed on the playing field and also our new playground equipment. They often hold charity fundraisers such as a cake sale for Children in Need.

Our Curriculum

At Hackleton, we aim to empower children with the knowledge they are entitled to in order to make sense of the world and also prepare them for the future. Powerful knowledge opens doors!

Our curriculum aims to provide a full sequence of learning across a range of subjects. Each year group has its own personalised curriculum where specific knowledge, concepts and subject specific vocabulary has been identified and is taught. As children move through the school, these are revisited in a deliberate and planned way to create a progressive model, where children are able to make connections with things they have previously been taught. These building blocks supply the means for children to ask better questions, seek their own answers and gain deeper insights than they had before. In this way they are developing the skills of critical thinking with regards to analysis, synthesis and evaluation at higher levels.

Curriculum maps can be found on the school website and class teachers send out more detailed information each term on learning that will be covered over the following weeks.

The school follows the Northamptonshire's Agreed Syllabus for Religious Education. Parents may exercise their right of withdrawal from religious education under section 25 of the 1944 Education Act.

Collective worship is held in school every day. Whole school assemblies are held on Monday, Wednesday and Friday. Classes join together for joint assemblies on Tuesday and the whole school comes together on Thursday for singing. Friday is our Celebration Assembly when we celebrate everyone's achievements both in and out of school.

Sex and Relationship Education

The purpose of Sex and Relationship Education (S.R.E) is to help children understand themselves, respect others and form and sustain healthy relationships. It is about preparing them for adult life by supporting them through their physical, emotional and moral development.

SRE is part of the school's P.S.H.E. and science schemes. Parents have the right to withdraw their child from all or part of any sex education provided but not from the biological aspects of human growth and reproduction necessary under the National Curriculum. Parents would be invited to view any materials prior to their use and be fully informed of what was going to be taught.

Enrichment of the Curriculum

Events throughout the year include...

Celebrations	Performances	Other
Harvest Festival Diwali Hanukah Tree dressing at Piddington Church Carol Service Mothers' Day Concert Easter Service May Day Leaver's Service & Prom	Christmas Productions Class Assemblies Strings Recitals Rock School Concert Visiting theatre groups Year 5/6 Production	World Book Day National Science Week Sports Day Wimbledon Day House Competitions Strictly Dance competitions

Educational Visits

These are organised to provide first hand experiences and enhance learning. This could be a visit to a farm, a museum or historical house. When studying a period of time in history, the children often get the chance to dress up in clothes of the period and experience what it would have been like to have lived then. Children in Year 4 and Year 6 are also given the opportunity to experience a residential too. To cover costs we do ask for voluntary contributions and would in extreme circumstances have to consider cancelling if sufficient funds were not collected.



Assessment

Teachers are continually assessing children's progress in all areas of learning. This is carried out in many ways including observations, written work and some formal testing. In this way they ensure that they are meeting the needs of all children in their class. Parents are invited to consultation meetings with their child's class teacher during the autumn and spring terms. Formal written reports are sent out during the summer term.

Homework

We recognise the valuable part that home learning plays in a child's education. As a school, we believe that homework is a time to practise, reinforce and consolidate

the key skills of reading, developing spelling strategies and number skills. When children are in Year 5 and Year 6, homework will increase to foster organisational habits in preparation for the demands of secondary school.

School Uniform

All children are expected to dress smartly for school. Our uniform can be purchased from the National Schoolwear Shop on Abington Square in Northampton.

Our uniform consists of a green sweatshirt or cardigan with our school logo and a white polo-shirt. Boys should wear grey trousers or shorts and girls should wear a grey pinafore dress, skirt or trousers. In the summer term, girls may also choose to wear a green gingham summer dress.

School shoes should be plain black. Trainers and canvas style shoes are not permitted. A school fleece/coat with our logo is also available from the Schoolwear Shop; otherwise please provide a coat in a practical and suitable style for school.



P.E

Children should wear green shorts and a white t-shirt with the school logo for their indoor P.E. sessions. They will also need a pair of trainers or plimsolls (Velcro or fasteners are preferred in years R, 1 and 2). For outdoor P.E. the children will need a pair of green or black jogging bottoms. A spare pair of socks should also be kept in their P.E. kit. All kit should be kept in the green Hackleton drawstring bag, clearly labelled on the outside, as space for bags and coats is limited. Drawstring bags stay on pegs and do not clutter classrooms and corridors.

Parents are urged to ensure that **all property is clearly marked** with the owner's name.

Jewellery and Hairstyles

No jewellery should be worn to school with the exception of a medical bracelet, stud earrings and a watch. For reasons of safety, earrings must not be worn for P.E. sessions. If you are considering having your child's ears pierced then please do so at the beginning of the summer break, to enable ears to heal. All hair longer than shoulder length (boys and girls) must be tied back for school. We request that hairstyles are sensible and appropriate for school, with no unnatural hair colourants or shaved design. Hair bands or bobbles should be discreet and in school uniform colours.

Special Educational Needs

Special Educational Need is determined by establishing whether a child has **significantly** greater needs than the majority of the children of his/her age group. These are defined under 4 main areas:

1. Cognition and learning
2. Communication and interaction
3. Social, emotional and mental health
4. Sensory and/or physical needs

Partnership with parents plays a key role in promoting a culture of co-operation between parents, school and other agencies. This is important in enabling children with SEN to achieve their potential. Parents will be told when the school first identifies that a child has special educational needs and consulted regularly. The school follows the DfE's Code of Practice for SEN.

Pastoral, Social and Welfare Needs of Pupils

Each teacher is responsible for the welfare of the children in their class. Any concerns are dealt with on an individual basis and necessary information is shared with the appropriate staff. The school employs a Family/School Support Worker to help children and families in school and gain access to local welfare agencies if specialist help is required.

Child Protection

Hackleton School takes safeguarding children and child protection issues very seriously. We recognise the important role that the whole community plays in promoting the health, safety and well-being of **all** children. Staff are always alert to any signs of possible abuse or neglect and have a legal duty to pass on any concerns to the Designated Safeguarding Leads in school. We presently have 2 members of staff who are trained in this role to ensure there is always one available in school. The school's Child Protection Policy is available for any parent who wishes to view it on our school website. We follow safer recruitment guidelines when appointing any member of staff.

Absences

The school is required to keep records of lateness and the reasons for all absences. You are asked to inform the school on the first day of absence, either by phone or letter. No authorisation will be granted for holidays or 'occasional days' except in very exceptional circumstances. The local authority will now enforce financial penalties for unauthorised absences. Requests for such authorisation should be made prior to booking a holiday. Authorisation request forms are available from the school office.

Meals at School

Pupils may bring a healthy packed lunch to school or pay for hot meals provided by a local catering company. All pupils in Reception, Year One and Year Two are now offered free hot school meals under the Universal Free School Meals government initiative.

Lunch is served between 12:15 and 1:00pm each day and children in different classes sit for lunch at different times within this period. We are pleased to offer a daily cooked lunch, provided by Kingswood Catering Company. Menus are organised on a three week cycle and parents should order their choices directly from the Kingswood Catering Company by use of their website.



Children may also bring their own packed lunch to school if they wish. As a healthy school we ask that packed lunches contain:

- At least one portion of fruit and one portion of vegetables each day
- Meat, fish or other source of non-dairy protein (e.g. lentils, chickpeas, hummus or falafel)
- A starchy food such as any type of bread, pasta, rice, couscous, noodles or potatoes or other types of cereals (e.g. pitta bread, tortilla wraps, rice cakes)
- Dairy food such as milk, cheese, yoghurt, fromage frais

Lunchboxes can also include a treat each day, these can be:

- Crisps (low-fat options if possible) or other snacks such as seeds, savoury crackers, breadsticks

OR

- A small cake or plain biscuit

We recognise our pupil's need to drink water when they are thirsty, hot, tired or unwell and accommodate this need. All children are provided with a water bottle to use throughout the school day, including lunchtime.



Admissions Policy 2019

Applying for a place at Hackleton CEVA Primary School

Northamptonshire County Council (the local authority) co-ordinates applications for places in this School.

In order to submit an application, please refer to the local authority's website – admissions@northamptonshire.gov.uk

The Governing Body is the Admission Authority for this Voluntary Aided School and is therefore responsible for the admission of children to the School.

The Published Admission Number (PAN) for the Reception year of entry is 30.

The Governing Body will admit children with an Educational, Health and Care Plan (EHC Plan) which names the school.

Oversubscription criteria

Where there are more applications than there are places available, children will be admitted according to the following criteria, which are listed in order of priority:

1. Looked after children and children who were previously looked after; immediately after being looked after were adopted or became subject to a child arrangement order, or special guardianship order. *(See definition below)*
2. Children on social or medical grounds, where professionals have clearly identified that this school will best meet the needs of the child. *(These applications must be accompanied by documentary evidence from appropriate professional with Health or Social Services. See definition below)*
3. Children living with their parent(s)/legal guardian(s) in the civil parish of Hackleton. This includes Piddington, Horton, Preston Deanery and the relevant part of Wootton Fields (Wootton Fields: 1-9 & 2-12 The Ashes, 3-23 & 2-10 The Choakles, 43-45 & 30-42 Long Meadow, 1-37 & 4-60 Milton Bridge, 7-17 Thrupp Bridge, Salcey Lawn – Hartwell, Eakley Lanes-Stoke Goldington) *(see residence definition below)*
4. Children who have a sibling attending the school at the time of admission. *(see sibling definition below)*
5. Children of parent(s)/legal guardian(s) who worship at St John the Baptist, Piddington. These applications must be accompanied by form SIF/A which is available from the school. *(see notes below)*
6. Children of worshipping members of any Church that is a member of Churches Together in Great Britain and Ireland. These applications must be accompanied by form SIF/A which is available from the school. *(see notes below)*



- Children of parent(s)/legal guardian(s) of other faiths, or none, who wish their child to be educated in a church school and Christian environment.

Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the School. (*As to how this distance is measured – see 'Distance Measurements' below*)

Notes and Definitions

Children in Care i.e. Looked After Children (LAC) and Previously Looked After Children

Looked after children are children who are (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*) at the time of application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Distance Measurements

Distances are measured on a straight line basis from the address point of the child's home to the address point of the School, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

Definition of child's home address/residence

The child's home address means the permanent residence of the child at the time of application. Parents/carers may be asked to provide proof of a claim of residence at any time during the admission process.

The address must be the child's only or main residence that is either:

- Owned by the child's parent(s) or carer(s);
- Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.



Please note – if false or misleading information is used to try and gain a place, this may lead the Governing Body to reject the application or to withdraw the offer of a place.

Children of ‘worshipping members’

For parents/carers to be worshipping members, at least one of the parents/carers of the child needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a “Member” in the technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than “occasional” and has been sustained for more than a short, very recent, period of time.

SIF A/B

If parents/carers wish their application to be considered in criterion 5 and 6, they must complete form SIF/A which is available from the School and return it to the School (not the local authority). This must be done by the deadline of 5pm on 15 January 2019. The School will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information. As SIF/B needs to be returned to the School in time for the School to rank admissions, it is very important to submit form SIF/A to the School as soon as possible.

Churches together in Great Britain and Ireland

Please see www.ctbi.org.uk for list of member churches.

Definition of Sibling

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- ❖ a brother or sister sharing the same parents;
- ❖ a half-brother or half-sister where two children share one common parent;
- ❖ a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- ❖ A child who has been adopted or is fostered by parents/carers who have other children.



Separated parents

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. **Please note** – if false or misleading information is used to try and gain a school place, this may lead the Governing Body to reject the application or to withdraw the offer of a place.

Medical or Social Needs

If you believe that your child has exceptional medical or social needs you will need to provide evidence of this from an appropriate professional. The needs must relate



to your child and the evidence must detail how the needs of your child can only be met at your preferred school. This can be sent in a sealed envelope if you prefer. If accompanied by a professional's letter, they **MUST** demonstrate in their judgement why Hackleton School can meet your child's needs, and also demonstrate why other local schools cannot meet your child's needs. It is not sufficient for a professional to say in their judgement only Hackleton School can meet your child's needs, they must state why schools B or C cannot meet the needs. Hackleton governors admissions panel, having read the evidence received will make the final decision whether or not to admit the child.

Late applications

Late applications are any application forms (*known as Common Application Forms (CAFs)/Preference Forms*) received by the local authority after its deadline of 5pm on 15 January 2018. Late applicants will not receive an offer of a school place by the local authority on offer day (16 April) but their application will be processed in the next round of allocations.

Waiting lists

All parents/carers who are unsuccessful at gaining a place for their child at the School may wish to place their child's name on the waiting list. To do so, parents/carers must contact the School and request that their child's name is placed on the waiting list. This should be done by telephone 01604 870086, or email: bursar@hackleton.northants-ecl.gov.uk

If a place becomes available at the School, it will be allocated according to the oversubscription criteria (see above), not on a first come, first served basis.

A child's name will remain on the waiting list until the end of the School term in which the application was made. If parents/carers wish their child's name to stay on the waiting list for the remainder of the academic year, they must telephone/email the School at the beginning of each term to renew their interest i.e. in January and /or following the Easter break. Please note a new application form will have to be completed if parents/carers want their child's name to remain on the waiting list in the following academic year.

Please note – placing a child's name on the waiting list does not affect parents'/carers' right to appeal.

Admission of children below compulsory school age and deferred entry to school

Children are required to start their compulsory education from the beginning of the term following their 5th birthday (based on a 3 term year with terms starting in September, January and April). In Hackleton CEVA Primary School, children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5th birthday.

Deferred entry:

Parents/carers can request that *entry to the School* is deferred until later in the same school year (i.e. a child born in the autumn term could defer starting school until January and a child born in the spring or summer term could defer their start until after Easter). If such a request is made the School is required to *hold the place* for



the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the summer term.

Any parents/carers considering deferring their child's admission to school are recommended to discuss this with the Headteacher.

Admission of children out of their normal age group

1. Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health. Additionally;
2. Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1 – *please refer to the section on Summer Born children below.*

Process for requesting a place out of normal age group (not Summer Born)

Parents/carers may seek a place for their child out of their normal age group as stated above. If parents/carers wish to do so, they must contact the Headteacher at the School.

The Admissions Committee of the Governing Body will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Headteacher's views.

Please note – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

Requests for admission out of normal age group (Summer Born children)

- Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the [Governing Board, as the Board is the admissions authority] [Local Governing Board which is responsible for administering the admission arrangements at the School]. The request needs to be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to defer applying.
- The Admissions Committee of the [Local] Governing Board will convene a meeting to consider the request and will make decisions on the basis of the

circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Headteacher's views.

What happens next?

- The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision. (*For details of when a child has to start school - see paragraph 1 below - "Admission of children below compulsory school age and deferred entry to school"*);
- If the Admissions Committee **agrees** to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year. **Please note** – in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;
- If the Admissions Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.

Right of appeal

If a parent/carer is refused a place at the School, they have the right to appeal against the decision to an independent Admission Appeals Panel. Those wishing to appeal should write to or email as follows:

The Clerk to the Appeals Panel
Bouverie Court
6 The Lakes
Bedford Road
Northampton
NN4 7YD



Email – education@peterborough-diocese.org.uk

Access to Documents

Useful documents and school policies are available to parents on the school website at www.hackletoncevaprimary.org.