Admissions Policy 2028-2029

The proposed changes to the 2028/29 admission arrangements for Hamp Academy are as follows;

- Reduction of the Published Admission Number (PAN) from 90 to 60
- Criteria 2 of the over-subscription criteria removed as this is redundant in light of the changes to the SEN code of practice
- The word ‘older’ removed from the sibling criteria (criteria 3 and 5) to ensure fairness when considering in year admissions.
- Clarification on how waiting lists will be administered.
- General updating of definitions and guidance

This policy has been written with the underlying principles of Academy status.

Reviewed by Governors Autumn 2026

Hamp Academy

Admissions Arrangements for 2028/2029 Academic Year

These admission arrangements apply to all applications for admissions to Hamp Academy for Year 3 entry in September 2028 and any in year applications from 1st September 2028.

Introduction

Hamp Academy is a junior school and children attend from Year 3 to Year 6. The Admissions Authority for Hamp Academy is the Governing Body.

An Admissions Committee comprising of Governors is responsible for taking all admission decisions for children transferring to the school in Year 3 and for joining the school during the academic year.

Somerset Local Authority is responsible for coordinating all applications for children who start or transfer school. These admissions arrangements should be read in conjunction with Somerset's published coordinated Admissions Scheme for September 2028.

The Published Admission Number

The Governing Body has set a Published Admission Number of 60 for the year of entry.

Applying for a School Place

Applications for a Year 3 place in September 2028 can be made on-line at or paper forms can be obtained from Starting at a junior or middle school or paper forms can be obtained from Somerset Local Authority. In-year application forms are available from the school. If there is additional information which should be considered this must be submitted at the same time as the application form on a Supplementary Information Form (SIF).

Applications for Year 3 in 2028

The closing date for junior place applications in September 2028 is 15 January 2028. Outcomes will be sent by the Local Authority on behalf of the Governing Body by e-mail or second class post on the published outcome date, 16th April 2028.

Where there are more applications received at any one time than places available within the Published Admission Number, then every application will be considered against the oversubscription criteria. Children will be allocated places in priority order to the Published Admission Number and all other applications will be refused.

In Year Applications

Applications for a place during the academic year must be made directly to the school office, by completing the in-year application form. Applications will not be processed more than six weeks or half a term in advance of being required. Proof of address is required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house buy, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The Governing Body reserve the right to seek further documentary evidence to support a claim of residence.

The Governors' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday. Where possible, applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 14 school days and applicants will need to confirm acceptance within this time.

Oversubscription Criteria

The school will be required to admit any child with a an Education, Health, Care plan (EHCP) if the plan names the school, then:

1. Children Looked After– Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address.

3. Children living in the catchment area.

4. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.

5. Children not satisfying a higher criterion

Important Notes

A "Child looked after" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "a previously Looked After Child" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989 as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Relevant evidence will be required to be submitted.

Tie Breaker

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical Information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

Multiple birth Applications (for example twins)

In the case of multiple birth applications, where it would only normally be possible to admit one child within Admission Number, a place(s) will be allocated above Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

Waiting Lists

Where an application has been refused, the child will be placed on a waiting list, to be held for each year group until the end of the academic year for which the place has been requested. This will be kept strictly in order of oversubscription criteria by the Governing Body.. Where places become available within the Admission Number / limit they will be allocated to the highest ranked eligible child on the waiting list.

It is the responsibility of the parent to ensure the Governing Body are informed of any changes that may affect their child's position on the waiting list.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

Withdrawal of places

The Governing Body will consider withdrawing the offer of a place if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

Issues relating to shared residency arrangements

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore, where separated parents issue separate applications for their child the Local Authority can only offer one place. In this situation the Local Authority requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Local Authority does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Local Authority will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address.

Each parent will be required to write to the Local Authority and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Local Authority may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered. When the Local Authority has received all the necessary information from both parents a decision will be reached based on the evidence provided.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range (delayed or accelerated admission / transfer), for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Admission Authority will make a decision on the

basis of the circumstances of the case and in the best interests of the child concerned. The Admission Authority will take into account the parent's views and any supporting information provided and the views of the Headteacher. Also relevant is 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, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

A written outcome will then be sent including any reasons for refusal if applicable. It is advised that an on-time school place application is also submitted for the correct chronological year group. If a delayed transfer request is agreed, the on-time school place application can then be withdrawn.

Where an Admission Authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply for that year group according to the published timescales. If a school place application is submitted after the closing date it will be considered as late and processed according to the relevant timescales.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.
For further information and important things you should consider please visit;
https://www.somerset.gov.uk/education-and-families/starting-school-early-or-late/

Children from Overseas

The Admission Authority will treat applications for children coming from overseas in accordance with Home Office rules for Foreign nationals.

School applications for foreign national children and children resident outside England - GOV.UK

Appeals

Applicants whose school place application is turned down have the legal right to appeal against the decision to refuse admission. Details concerning how to appeal are explained in the decision letters sent out when a place is refused.

Children of UK Service Personnel

The Admissions Authority endeavor to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel and other Crown servants where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

Usually, an in-year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel and other Crown servants. This means that, providing the application is accompanied

by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address, the admissions authority will process the application on that address. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces, then no special consideration will be given to the application under the grounds of the application being made by a service family.

Definitions:

Home Address

The home address is very important, as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with parents or carers.

Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a tenancy agreement. The Governing Body reserve the right to seek further documentary evidence to support a claim of residence.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

The Admissions Authority must be notified of any change of address during the admissions procedure.

Sibling

For the purpose of admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

Parent/Carer

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).