

Hill Top CE Primary School (foundation)

Children are admitted to Hill Top C of E Primary School (Reception) on a full time basis from the beginning of the school year in which they become five. The school admission number is 30. When the number of applications for Hill Top exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.
2. Brothers and sisters of children resident at the same address who are at present on roll at the school and will still be attending the school at the time of application.
3. a) The children of parents/guardians who are practising members of the Church of England or other Christian denominations and whose home address is within the Parish of Holy Trinity. (Parents will need to ask their minister/pastor to provide a confidential reference which is attached to the Supplementary Information Form).
b) The children of parents/guardians who are practising members of the Church of England or other Christian denominations and whose home address is beyond the traditional Parish of Holy Trinity but whose family have a sustained (a minimum of two years) and committed relationship with Holy Trinity Church. (Parents will need to ask their minister/pastor to provide a confidential reference which is attached to the Supplementary Information Form) (see notes below) A copy of the parish of Holy Trinity is available at the school.
4. Children with special medical or social reasons for admission where a place at the school is deemed essential by an independent professional recommendation.
5. Other children.

Notes

1. Sisters and brothers refer to children who reside with the same family at the same address. Children living with the same family e.g. foster children and step sisters and brothers are also included.

2. "Resident" refers to the pupil's permanent home at the time of admission. Where two people, both of whom live at separate addresses hold parental responsibility, it is for the parents to determine which address is to be used for the allocation.

3. When demand exceeds places in any of the above criteria, the distance between home and school, measured by a straight line, from the main entrance of the home to the main entrance of the school building, will be used to decide who is given a place; those living nearest being given the available places.

4. If one or more children from multiple births are offered places, siblings will also be offered places above the admission number.

Application Procedure

(Please note all dates are in common with the Council's Co-ordinated Admissions Scheme).

Parents wishing to apply for a place at Hill Top CE Primary School must:

Complete the common application form which is available from the school or the council's Admissions Team and this should be returned to them or the school by the deadline date of 15 January each year. If applying on faith grounds (criterion 3 above), complete the Supplementary Information Form which is available from the school and which should be returned directly to the school by the Friday before 15 January each year.

Waiting Lists

The Governors of Hill Top CE Primary School will establish a waiting list for children not offered a place.

The list will be made up of any parent who appeals for a place or who indicates that they want to be placed on the list without an appeal. The list will be kept for the rest of the academic year.

This list will be maintained in the order of the admission criteria and not when a name is entered on the list.

Right of Appeal

Parents have the right of appeal if they have been refused entry into Reception during the allocation process or to any other year group. Fresh appeals will not be considered within the same academic year unless there has been a significant change in circumstances such as a house removal.