

# **Healey Primary School**

Earnshaw Avenue, Whitworth Road

Rochdale OL12 0ST

Tel: (01706) 522770

Headteacher: Matthew Hopkins

A Foundation School

## **Arrangements for the Admission of Pupils**

### **Reception Class September 2024**



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# ADMISSIONS POLICY

If your child was born between 01 September 2019 and 31 August 2020, you need to apply for a place in Reception Class for him or her.

You have until 15<sup>th</sup> January 2024 to make your choice and to return the completed form to Pupil Services. After this date, the allocation process will have commenced and any late requests for places will not be processed until the first offer of places has been made. Parents are recommended to apply on line as soon as possible from 1<sup>st</sup> September 2023 for a Reception place at Healey.

Please ensure that before handing in the application form, you have read through the information sheets enclosed, particularly the Admissions Policy for Healey Foundation Primary School. This explains the method used to allocate places at this school and your right of appeal against the Governors' decision.

You will receive a letter from the Local Authority letting you know whether or not your child has a place at the school on 17<sup>th</sup> April 2024, on line applications will be sent an email on the same day. If your application has not been successful the LA will offer you a place at another school.

Should you wish to visit the school during the day to see the classes in session and to meet the teacher responsible for our Reception Class, please contact the school to make a mutually convenient appointment.

## METHOD OF ALLOCATION PLACES AT HEALEY PRIMARY SCHOOL

There are 30 Reception Class places available in September 2024. If numbers of applicants do not exceed this number, then all the applicants will be admitted. However it is likely, as in previous years, that there will need to be a fair method to decide which children are to be admitted and which children will not be allocated places.

Therefore if the demand for places at Healey Foundation Primary School exceeds the number of places available, priority will be given to the following categories:

### **1. Children in the Care of the Local Authority**

Children who are in public care ('Looked after children' as defined by Section 22(1) of the Children Act 1989), or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.

### **2. Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to Healey Primary School:**

Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to Healey Primary School. You should note that providing evidence does not automatically mean that a place will be allocated under this priority; this is a governing body decision.

Exceptional welfare considerations (such as children at risk) must be supported at the time of application by a letter from a supporting agency (e.g. social worker, Family Support Worker, Education Welfare Officer) indicating how the circumstances relate to Healey Primary School. You should note that providing evidence does not automatically mean that a place will be allocated under this priority; this is a governing body decision.

This criterion will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.

### **3. Children with an older sibling attending the school at the time of admission:**

Children who live at the same address as the brother/sister already attending school at the time of admission.

*A sibling is defined as a brother or sister, a half-brother or half-sister, a step-brother or step-sister, or an adopted brother or sister. A sibling must be living at the same address and not be a cousin or other relative. You may only claim this priority if your child has an older sibling who will be in attendance at the school in September 2024.*

### **4. Relative proximity**

Children will be allocated a place such that those who are nearer to the school, by a recognised walking route, would be allocated places ahead of those living further away from school.

When considering a choice of school parents should bear in mind that if the choice of Healey is based on a forthcoming removal from the present address, the governors may not be able to take this into account unless you quote the proposed date of removal and provide written confirmation of the intention to move from an estate agent or solicitor.

In the event of a tie break situation, priority will be given to the child who has the longer journey to the nearest/next nearest school. If after this it is still not possible to decide on who should be offered the place then any final place will be decided by the drawing of lots.

### **Deferred entry to School**

All children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to school until later in the school year, but not beyond the point at which they reach compulsory school age, or for children born between 1<sup>st</sup> April and 31<sup>st</sup> August, not beyond the beginning of the final term of the school year for which the offer is made. Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

### **Maximum Class Size Regulations**

Under Government Regulations, infant class sizes cannot go over 30 pupils, save in the most exceptional of circumstances. Under Section 1 of the School Standards and Framework Act 1998, no infant child (i.e. Reception Year, Year 1 or Year 2) can be in a class of more than 30 pupils from September 2001. This means that it is unlawful for any admission authority to allow infant class sizes of more than 30 from that date.

### **Appeals Procedure**

If the parent is not satisfied with the allocation which is made to the child, there is an appeals procedure laid down in the school's Statutory Instrument and Articles of Government. Details of how to appeal will be sent to you with the notification of allocation of places at this school.

If your child is not allocated a place, then parents/guardians have the right of appeal against the decision, to an independent Appeals Panel as laid down in Government regulations. Details of how to appeal are available from the Local Authority or the school office, and will be sent to parents on request. Please note however, that the class size rule above dictates how many children can be accepted by the School. The Governors of Healey Primary School consider that to admit additional pupils to the School would cause class size prejudice under Section 86 (4) of the School Standards and Framework Act 1998 by causing the statutory limit of 30 pupils in infant classes (i.e. Key Stage 1) to be exceeded.

### **Within year admissions**

Where there are spaces in classes children can be admitted mid year to Healey Primary School. **Children will only be admitted at the beginning of the school term.** Prior to admission parents need to visit the school and discuss the reasons for the move with the Headteacher, to decide whether Healey is the right school for them. Any application which would cause a class to overcrowd will be refused by the Governing Body; however applicants will have the option of being on a waiting list.

A taster day will be offered to children before they are admitted.

**The information and particulars herein contained are correct for all admissions relevant to this school year.**

**Make a complaint: If you're not happy with our application process you have until 15<sup>th</sup> May 2024 to [make an objection to the Office of the Schools Adjudicator](#)**

## SCHOOL ADMISSIONS TO ACCEPT ONLINE APPLICATIONS ONLY

With effect from **1<sup>st</sup> December 2021**, School Admissions are moving to only accepting applications that have been submitted **online** using our parent portal.

This is something that has long been discussed and the decision has been made to move to an online-only process for the following reasons:

- Paper forms may take a few days to be received, scanned and added to the system (particularly as Admissions staff are not currently office-based 100% of the time)
- Neighbouring LAs have already moved to an online-only process and this has proved successful
- Applications being submitted online go immediately on to the system for processing which speeds up the process and provides a better service for our parents and schools
- Online applications cannot be lost in the post
- The legibility of handwritten forms can lead to mistakes being made so moving to online will minimise the risk of GDPR breaches etc
- Online notifications can be sent saving print and post and reducing the time taken for applications to be processed.

**This will apply for the following types of applications:**

- Applications for Reception places
- Applications for Year 7 places
- In-Year applications

Applications can be submitted using the Parent Portal, the link for which is <https://parentportal.rochdale.gov.uk/web/portal/pages/home> or schools can also submit assisted applications using the 'Apply for a school place' section of the Establishment Portal (<https://establishmentportal.rochdale.gov.uk/web/portal/pages/home>).

### **Admissions to Reception Class in September 2024**

<b>Name of School:</b>	<b>Healey Foundation Primary School</b>		
<b>Address:</b>	Earnshaw Avenue, Whitworth Road, Rochdale OL12 0ST		
<b>Telephone Number:</b>	(01706) 522770		
<b>Headteacher :</b>	Mr Matthew Hopkins		
<b>Chair of Governors:</b>	Mr Simon Carrington		
<b>Visiting Arrangements</b>	To arrange visits to the school, parents are advised first to contact the Head Teacher via email – <a href="mailto:head@healey.rochdale.sch.uk">head@healey.rochdale.sch.uk</a>		
<b>School Session Times:</b>	KS1	8.50am to 11.45am.	1.00pm to 3.20pm.
	KS2	8.50am to 12.05pm.	1.00pm to 3.20pm.
<b>Break:</b>	15 minutes during each morning.		