Admission policy for 2023/24 for Hilltop Infant School

Hilltop Infant School
Hill Avenue, Wickford. SS11 8LT
Telephone (01268) 762531
Email: hilltopinf.admin@heartsacademy.uk
Academy with age range 2 - 7
DfES Number: 881-2548

Published admission number 2023/2024: 75

Admission policy

Applications are made on a common application form provided by Essex County Council, and must be submitted by their closing date. Supplementary admissions forms are available from the school, on the school website and on the Essex website; these must be submitted directly to the school.

An application must be made for all prospective pupils via Essex County Council irrespective of where a child attends nursery, including pupils currently attending the school nursery.

There is no guarantee of a place for children living in the school's priority admission area.

In the event of oversubscription, places will be allocated using the following criteria in the order given:

1	Looked After Children (LAC) and Previously Looked After Children (PLAC)	As defined by the Childrens Act 1989 and the Department for Education's School Admissions Code. This criterion also includes Previously Looked After children (PLAC) who are now adopted, or subject to a residence order or special guardianship order. This also includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence will be required at the time of application.
2	Children currently attending the school's pre-school, Hilltots, who are eligible for the early years pupil premium.	Parents/Carers are required to complete a Supplementary Information Form and submit it to the school, with evidence.
3	Children who are eligible for the early years pupil premium/pupil premium	Parents/Carers are required to complete a Supplementary Information Form and submit it to the school, with evidence.
4	Children with a sibling currently attending the school or Hilltop Junior School	Sibling means a birth, step or adopted sibling living at the same address and attending the school at the time of the application
5	Children of staff at the school	Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6	Children living in the priority admission area	A map of the priority admissions area is available on the school website and also from the school on request
7	Remaining applications	

In the event of over subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority. At the normal point of entry this will be based on measurements provided by the Local Authority.

Mid-year applications
Mid-year applications must be made direct to the local authority. Measurements for mid-year admissions will be based on an on-line distance calculator. In the event that there are two or more applicants living the same distance from the school then random allocation will be used to determine who has priority for admission. This random allocation process will be independently supervised. Outcomes of mid-term applications will be notified by the local authority in writing within 15 school days.

Exceptional medical circumstances of the child (supported by evidence from a medical professional) may override the above criteria (other than Looked After Children).

The school may ask for verification of the child's home address, in particular in the case of children to who shared parental responsibility arrangements apply. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangements will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week.

Applications received after the national closing date will be handled in accordance with the co-ordinated scheme for Essex (published in the Primary Education in Essex booklet – www.essex.gov.uk/admissions)

The Academy Trust recognises that it must comply with the Department for Education's Admissions and Appeals Codes. Therefore:

(1) a child whose Educational Health Care Plan names the school will be admitted;

(2) the school maintains a waiting list for at least the first term of the academic year. The waiting list will be ordered in accordance with the oversubscription criteria set out above;

(3) pupils refused admission have a right of appeal to an independent panel;

(4) it is the school's general policy that all new entrants start their schooling in September. Any requests for a deferred entry should be discussed with the school separately.

(5) Exceptional requests for pupils to be placed outside their year group must be made separately. Such requests will be considered taking into account the school organisation, class sizes, medical evidence and professional evidence of emotional and social need.

(6) The school is charged under the School Standards and Frameworks Act 1988 to restrict infant class sizes to a maximum of 30 per qualified teacher.

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Hilltop Infant School & Nursery

Supplementary Information Form

For admission September 2023

Child's Surname		Child's Forenames	
Child's date of birth		Child's gender	Male / Female

I am a staff member at Hilltop Infant School	I have been employed at the school for two or more years	
	I was recruited to fill a vacant post for which there is a demonstrable skill shortage	

I am in receipt of the following:

Income support or income-based Job Seekers Allowance	
Child Tax Credit with an annual taxable income of less than £16,190 (**not working tax credit**)	
Pension Guarantee Credit	
Income-related Employment and Support Allowance	
Support under Part V1 of the Immigration and Asylum Act 1999	
An Early Years Pupil Premium or Pupil Premium award but no longer receiving benefits	
Universal Credit - if you apply on or after 1.4.18 your household income must be less than £7,400 a year (after tax and not including any benefits you get)	
Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit	
None of the above	

Applications for priority admission under the pupil premium criteria will not be eligible if you are in receipt of working tax credit

Are you in receipt of working tax credit? Yes ☐ No ☐

Name of claimant in receipt of benefit	
Relationship to child	
Address of claimant	
National Insurance number of claimant	
Date of birth of claimant	

Please continue over

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I/we give permission for the admissions authority to disclose pupil premium eligibility information for the purposes of a school application.
I/We confirm that the information provided is true and correct and I/we shall notify the school promptly of any changes**.** I/we understand that if a place is obtained on the basis of incorrect or inaccurate information, the offer may be withdrawn.

Signed _____ Parent/Carer Date _____

Signed _____ Parent/Carer Date _____

Please return this form directly to the school, along with evidence of your benefit/supplementary information dated no more than 6 months old. You must also apply for a school place online at www.essex.gov.uk

All information is used only for the purpose of administrating the admissions priority of your child. Data is stored securely in line with GDPR. You do not have to submit this information, but please be aware that the admissions authority will not be able to take into account your eligibility for pupil premium without this.

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