



Hilltop First School and Foundation Stage

Admissions Policy

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Starting School Admission Arrangements

Under the Education Act parents have a right to choose a school for their children. Each school has a “standard number” of places, which is the minimum number of children who should be admitted in any year.

Accommodation level of the school:-**225**

Admission Number (planned admission level):- **45**

The law states that children have to start school by the beginning of the term after they reach the age of five. The Borough’s Admission Policy states that children should be admitted during the school year in which they are 5.

Admission to Hilltop First School is co-ordinated centrally. All parents must fill in a Common Application Form, which allows parents to list up to 3 schools that they would like their child to attend, and give the reasons for the preference.

The closing date for applications is the January of the calendar year in which the child will start school - so for admission in September 2023, the closing date is 15th January 2023; for admission in September 2024, the closing date is 15th January 2024.

The form is available from:

Education Admissions
RBWM
Town Hall
St. Ives Rd
Maidenhead
Berks

It must be filled in and returned to RBWM. The actual closing date and full details of the arrangements are provided in Guide to Primary Education booklet that accompanies the form.

When demand exists, places are allocated up to a school’s Admission number which for Hilltop is 45. Where applicants for admission to the school exceed places available, the following criteria will be applied in the order of priority set out below:

Admission Criteria (as specified by RBWM – see A Guide to Primary Education booklet)

1. Looked After Children (a child who is in care of the Local Authority) or a child who was previously looked after.¹
2. Children with exceptional social or medical reasons² for requiring the school
3. Children who live in the 'designated area' of the school and who have a sibling³ who attends this school
4. Children who live in the 'designated area' of the school
5. Children who have a sibling³ who attends the school
6. Children of a member of staff⁴
7. Children whose parents have any other reason for their preference

¹ This category includes a looked after child, or a child who was previously looked after but immediately after being in care became adopted or subject to a child arrangement order or special guardianship order.

² The following descriptor relates to the "strong medical or social grounds" criteria: e.g. serious social problems in the family, or any chronic medical condition affecting the pupil that only your preferred school can deal with. These reasons must be fully supported at the time of the application by written confirmation from the professional person involved in the case.

³ A sibling would need to be attending the school at the time of admission of the child for whom a place is sought. The term 'sibling' includes a half or stepchild permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority.

⁴ Children of a member of staff. Priority will be given 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.

A child who is the subject of an EHC plan will be admitted to the school named in their plan. These children will be admitted to the named school even if it is full and are therefore outside the normal admission arrangements.

In-Year Applications

All applications received after the normal admissions round, or for an existing year group, will be treated as 'in-year applications'. All applications should be submitted to Education Admissions.

Applications for pupils with an Education, Health and Care plan should be made through the Local Authority SEN team.

Arrangements are made during each term for parents of new entrants to visit the school. Time will be spent explaining the practices of the school, and there will be an opportunity for questions to be asked. Parents will be able to meet their child's teacher and visit the classroom. Once a child has been allocated a place at Hilltop, they will be invited to visit the school for a taster session to meet their teacher and the other children in their class.

Hilltop operates a phased start for pupils in Foundation Stage in the Autumn term. This enables the teacher and the new pupils to gently get to know each other.