



Griffin Primary School

Admissions Policy 2023-2024



1	Summary	Admissions policy 2023-2024 - Griffin		
2	Responsible person	Louise Pitts		
3	Accountable SLT member	Louise Pitts		
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff		
5	Who has overseen development of this policy	Sheila Wallace-Marshall		
6	Who has been consulted and recommended policy for approval	Local Governing Body		
7	Approved by and date	LGB 4.2.22		
8	Version number	2023-2024		
9	Available on	Every	<input type="checkbox"/> Y <input type="checkbox"/> N	Trust website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)			
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff		
12	Date of implementation (when shared)			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		



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1. Background

In June 2017, Griffin Primary School became part of Venn Academy Trust.

Upon conversion, the Academy Trust became its own admissions authority; this means it is responsible for setting its own admissions arrangements. The Local Authority (Hull City Council) continues to be responsible for co-ordinating all admissions in their area, and making offers of places.

Further details on how to apply for a school place can be found on the council's website www.hullcc.gov.uk/admissions.

2. Admission arrangements

The admission arrangements set out how many children the schools will admit and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available.

Applications for pupils having an Education Health Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in an EHCP, following consultation with the Head of School and Governors, the governing body are required to admit the pupil.

If there are fewer applications than places available, all applicants will be allocated a place.

After the allocation of pupils with an EHCP, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below in the academic year 2023-2024:

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after. This includes children who were previously in state care outside of England and ceased to be in state care as a result of being adopted and any child who became subject to a child's arrangement order or special guardianship order (see note (iv))
2. Being resident in the catchment area of the school (see note (i))
3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)
4. Geographical, with priority given to those living nearest to the school (see notes (i) and (iii) below)

Criteria 4 will be used as a tie breaker for other criteria after the allocation of children with an EHCP and Looked After Children, if the school is full from within any of the other admission criteria.



- (i) Residence is defined as the normal family address where the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week. Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.
- (ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g due to separation of natural parents) half-brothers/sisters living at the same address step-brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.
- (iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. This refers to a child living outside the defined catchment area. The Authority will use Routefinder, a computer mapping system, to make measurements.
- (iv) The highest priority must be given to Looked After children and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. Further references to previously Looked After children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

3. Appeals

Any parent/carer refused a place will be offered the right to appeal against the decision. This is likely to occur when the year group is full.

4. Waiting list

If a child is refused admission to the school the child's name will be placed on a waiting list.

The waiting list is based on the published criteria.

All children are kept on the list until at least the Autumn term of that year.

The list is maintained by the Local Authority Admissions Team.



5. Deferred entry

Parents/carers may defer the date their child is admitted until later in the year, but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year in which the place was offered.

Where parents/carers wish, a child may attend part-time until later in the year, but not beyond the point at which the child becomes statutory school age.

6. Request for the admission of a child outside the normal age group

Parents/carers may request a place for their child outside of their normal age group. Any parent/carer asking to do so must make this clear at the time of the application and the reasons for their request.

7. A child who is in the school nursery

A child in the school nursery is not given a place in the school automatically.

An application should be made following the admission procedures.

8. Published admissions number

The published admission number for Griffin Primary School for 2023-2024 is 60 pupils.