Rownhams St John's Church of England Primary School Admission Policy 2016-2017

This policy will apply to all admissions from 1 September 2016, including in-year admissions. It will be used during 2015-16 for allocating places for September 2016 as part of the main admission rounds for Year R. It does not apply to those being admitted to nursery provision.

Outside the normal admissions round, the authority's Fair Access protocol may be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

Admission Criteria

Hampshire County Council is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the County Council, after statutory consultations.

The County Council will consider first all those applications received by the published deadline of **midnight on Friday 15 January 2016**. **Notifications to parents offering a primary or infant school place will be sent by the County Council on the first working day after 16 April 2016**, **being 18 April 2016**.

Applications made after midnight on 15 January 2016 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

The published admission number (PAN) for Rownhams St John's Church of England Primary School for 2016-2017 is **40**.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

If the school is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

1. Looked after children or children who were previously looked after *(see (i) in Definitions)*.

2. *(For applicants in the normal admission round only)* Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends Rownhams St John's Church of England Primary School rather than any other. (Appropriate medical or psychological evidence must be provided in support.)

3. Children living **in** the catchment area of Rownhams St John's Church of England Primary School *(see (ii) in Definitions)* who at the time of application have a sibling *(see (iii) in Definitions)* on the roll of the school who will still be on roll at the time of admission. [See 7 for additional children who may be considered under this criterion.]

4. Children living **in** the catchment area of Rownhams St John's Church of England Primary School *(see (ii) in Definitions)* with a parent who is an active member of the Church of England *(see (v) in Definitions)* and who requests admission on denominational grounds and provides relevant evidence.

5. Children living **in** the catchment area of Rownhams St John's Church of England Primary School *(see (ii) in Definitions)* with a parent who is an active member of a church included in 'Churches Together in England' and who requests admission on denominational grounds and provides relevant evidence. *[school specific criterion]*

6. Other children living **in** the catchment area of Rownhams St John's Church of England Primary School.

7. Children living **out** of the catchment area of Rownhams St John's Church of England Primary School who at the time of application have a sibling *(see (iii) in Definitions)* on the roll of the school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced *(see (iv) in Definitions)* from the catchment school for their address, the application will be considered under 3, above, subject to the siblings still living in the catchment area. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of their elder sibling's displacement and they remain living in the catchment area].

8. Children of staff *(see (vi) in Definitions)* living **out** of the catchment area of Rownhams St John's Church of England Primary School who have, (1) 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 (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

9. Children living **out** of the catchment area of Rownhams St John's Church of England Primary School with a parent who is an active member of the Church of England *(see (v) in Definitions)* and who requests admission on denominational grounds and provides relevant evidence.

10. Children living **out** of the catchment area of Rownhams St John's Church of England Primary School *(see (ii) in Definitions)* with a parent who is an active member of a church included in 'Churches Together in England' and who requests admission on denominational grounds and provides relevant evidence. *[school specific criterion]*

11. Other children.

Definitions

(i) This criterion provides priority for children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).]

(ii) The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

(iii) 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Categories 3 and 7 include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

(iv) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

(v) 'Active member of the Church of England' is defined as attending worship at a Church of England church at least twice a month for the previous two years before the date of application. For Year R applicants within the normal admissions round, the deadline for on-time applications will be 15 January 2016. Parents applying under criterion 4 or 9 are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of active membership. The SIF, which is available from the County website (www.hants.gov.uk/admissions) or the school, must be completed and returned to the school at the time of applying. (The SIF is not available for completion online.)

(vi) 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

Tie-breaker

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school reception using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website.

Additional Information

1. Pupils with a statement of special educational needs

The governors will admit any pupil whose final statement of special educational needs or Education, Health and Care Plan (EHCP) names the school. Where possible such children will be admitted within the PAN.

2. Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

3. In-Year Fair Access placements by the local authority

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

4. School Closures

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

5. Waiting lists

When all available places have been allocated, waiting lists will be operated by schools on behalf of the local authority. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

At the time of receiving an application decision from the County Council or a school, parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish.

The waiting list will be maintained until 31 August 2017, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year, they should complete and submit a fresh in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

6. School specific criteria

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly indicated. It must be made clear that the criterion is school-specific.

7. Starting school

Pupils born between 1 September 2011 and 31 August 2012 (inclusive) are entitled to full-time schooling from September 2016. Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term and before the end of the academic year), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Children with birthdays between:

- 1 September and 31 December 2011 (inclusive) reach compulsory school age on 31 December 2016, at the start of the Spring term.
- 1 January and 31 March 2012 (inclusive) reach compulsory school age on 31 March 2017, at the start of the Summer term;
- 1 April and 31 August 2012 (inclusive) reach compulsory school age on 31 August 2017, at the start of the new school year.

Parents of children with birthdays between 1 April and 31 August 2012 (inclusive), whose child has not started in a Year R class during the 2016-17 school year, may wish to request admission to Year R in September 2017 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2015 to ensure that an informed decision is made. [Parents should refer to the Hampshire County Council webpage: www.hants.gov.uk/ad-summerborn.]

8. Admission of children outside their normal age group

Parents can seek places outside their normal age group. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the school.

9. Legislation

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).