**Rownhams St John's Church of England Primary School**

**Admission Policy 2019-2020**

This policy will be used during 2018/19 for allocating places in the main admission round for entry to Year R in September 2019. It will also apply to in-year admissions during 2019/20. It does not apply to those being admitted to nursery provision.

Hampshire County Council is the admission authority for Rownhams St John's CE Primary School. The admission arrangements are determined by the County Council, after statutory consultations.

The published admission number (PAN) for Rownhams St John's CE Primary School for 2019-2020 is **40**.

The County Council will consider first all those applications received by the published deadline of **midnight on Tuesday 15 January 2019**. **Notifications to parents offering a primary or infant school place will be sent by the County Council on 16 April 2019.**

Applications made after midnight on 15 January 2019 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

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.

**Pupils with an Education, Health and Care Plan**

Any child with an Education, Health and Care Plan naming Rownhams St John's CE Primary School will be admitted. Where possible such children will be admitted within the PAN.

**Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following priority order:

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

2. (For applications in the normal admission round only) Children or families with an exceptional medical and/or social need *(see definition ii)*. Supporting evidence from a professional is required such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family’s medical or social need and why that need(s) makes it essential that the child attends Rownhams St John's CE Primary School rather than any other. If evidence is not submitted by the application deadline, the medical and/or social need cannot be considered.

3. Children of staff *(see definition iii)* who have, (1) been employed at Rownhams St John's CE Primary 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.

4. Children living **in** the catchment area *(see definition iv)* of Rownhams St John's CE Primary School who at the time of application have a sibling *(see definition v)* on the roll of Rownhams St John's CE Primary School who will still be on roll at the time of admission. [See 7 for additional children who may be considered under this criterion.]

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

6. Children living **in** the catchment area of Rownhams St John's CE Primary School (see (ii) in Definitions) with a parent who is an active member of a Christian church included in the lists at Appendix 1 *(see (vii) in Definitions)* and who requests admission on denominational grounds and provides relevant evidence. *[school specific criterion]*

7. Other children living **in** the catchment area of Rownhams St John's CE Primary School*.*

8. Children living **out** of the catchment area who at the time of application have a sibling *(see definition v)* on the roll of Rownhams St John's CE Primary 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 definition vi)* from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at Rownhams St John's CE Primary School under this criterion as a consequence of their elder sibling’s displacement and are still living in the catchment area for the school from which they were displaced].

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 (vii) 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 Christian church included in the lists at Appendix 1 *(see (vii) in Definitions)* and who requests admission on denominational grounds and provides relevant evidence. *[school specific criterion]*

11. Other children.

***Definitions***

(i) Looked after children are defined as those 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). Previously looked children are those 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) Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need.  ‘Medical need’ does not include mild medical conditions, such as asthma or allergies. ‘Social need’ does not include a parent’s wish that a child attends the school because of a child’s aptitude or ability or because their friends attend the school or because of routine child minding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that their parents’/guardians’ physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child’s needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

(iii) ‘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.

(iv) A map of Rownhams St John's CE Primary School’s catchment area is available on the school’s details page of the Hampshire County Council website [www.hants.gov.uk/educationandlearning/findaschool](http://www.hants.gov.uk/educationandlearning/findaschool).

(v) ‘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 4 and 8 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.

(vi) ‘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.

(vii) ‘Active member of the Church of England’ and ‘active member of a Christian church included in

the lists at Appendix 1 is defined as attending worship at a Church of England church, or at a

Christian church included in the lists at Appendix 1, 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 2019. Parents applying under criterion 5, 6, 9 or 10 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](http://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.)

**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 address point 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**

**Permanent Residence**

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.

**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.

**Fair Access placements by the local authority**

Outside the normal admission round, it may 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 Hampshire County Council’s Fair Access Protocol. The Protocol is based on legislation and government guidance.

**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 offered to the child at the top of the list at that time. The waiting list is ordered 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 2020, 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.

**Starting school**

Pupils born between 1 September 2014 and 31 August 2015 (inclusive) are entitled to full-time schooling from September 2019. Parents can choose to defer their child’s admission until later in the school year (but not beyond the start of the term after they reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child’s starting arrangements with the school once an offer has been secured.

Children with birthdays between:

* 1 September and 31 December 2014 (inclusive) reach compulsory school age on 31 December 2019, at the start of the Spring term 2020.
* 1 January and 31 March 2015 (inclusive) reach compulsory school age on 31 March 2020, at the start of the Summer term 2020.
* 1 April and 31 August 2015 (inclusive) reach compulsory school age on 31 August 2020, at the start of the new school year in September 2020.

Parents of summer born children (those born between 1 April and 31 August) who are particularly concerned about their child’s readiness for school can request to delay their child’s entry to Year R for an entire school year until September 2020. This is called decelerated admission. In making such a request, parents would be expected to state clearly why they felt decelerated 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 2018 to ensure that an informed decision is made. Guidance on decelerated admission for summer born children, including how to make a request, is available on the County website at [www.hants.gov.uk/ad-summerborn](http://www.hants.gov.uk/ad-summerborn).

**Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

**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.

**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.

**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).

**Appendix 1**

1. Churches belonging to the following denominations with national coverage:

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[Antiochian Orthodox Christian Archdiocese of the British Isles and Ireland](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1000348746',%20true);)

[Apostolic Pastoral Congress](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1001331884',%20true);)

[Armenian Orthodox Church](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1001550200',%20true);)

Assemblies of God

Baptist Union of Great Britain

[Catholic Bishops' Conference of England and Wales](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1000321767',%20true);)

[Church of England](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1000321766',%20true);)

[Church of God of Prophecy](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1001616491',%20true);)

[Church of Scotland (Presbytery of England)](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1000321892',%20true);)

[Churches in Communities International](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1000318598',%20true);)

[Congregational Federation](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1000318585',%20true);)

[Coptic Orthodox Church](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1000321893',%20true);)

[Council of African and Caribbean Churches UK](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1000318604',%20true);)

[Council of Lutheran Churches](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1000321900',%20true);)

[Council of Oriental Orthodox Churches (temporarily defunct)](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1000321895',%20true);)

[Elim Pentecostal Church](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1000731112',%20true);)

Evangelical Lutheran Church of England

Evangelische Synode Deutscher Sprache in Großbritannien

Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate)

Free Church of England

[Ground Level](javascript:_ctl0__ctl0_cphBody__ctl3__ctl0_Directory.showOrgDetail('1001248978',%20true);)

Ichthus Christian Fellowship

Independent Methodist Churches

Indian Orthodox Church

International Ministerial Council of Great Britain

Ixthus Church Council

Joint Council for Anglo-Caribbean Churches

Mar Thoma Church in Europe

Methodist Church

Moravian Church

New Testament Assembly

New Testament Church of God

Oecumenical Patriarchate

Pioneer

Redeemed Christian Church of God

Religious Society of Friends

Ruach Network of Churches

Russian Orthodox Church (Moscow Patriarchate)

Salvation Army

Seventh-day Adventist Church (observer)

Transatlantic Pacific Alliance of Churches

Unification Council of Cherubim + Seraphim Churches (Europe Chapter)

United Kingdom World Evangelism Trust

United Reformed Church

Wesleyan Holiness Church

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1. In addition, any church which does not belong to one of the above denominations, but which is a member of Southampton Christian Network or Churches Together in Romsey. (The membership of these local bodies is reproduced in full below, as at date this policy was agreed).

Southampton Christian Network (list at date policy agreed)

Above Bar Church

Avenue St Andrews URC

Bishopstoke Evangelical Church

Bitterne Parish

Bitterne Park Baptist Church

Bitterne Park Parish

Bitterne United Reformed Church

Central Baptist Church

Christ Church Freemantle

Christ Church Southampton

City Life Church

Colne Avenue Baptist Church

Cornerstone Global Ministries

Covenant Life Ministries International - The Destiny Centre

Elim Christian Centre

Floodlight Church

Freemantle Baptist Church

God's Mercy Revival Ministries

Good Shepherd Gospel Church

Highfield Church

Holy Trinity Church Weston

James Street Church

King's Church

King's Community Church

Life Church Southampton

Living Word Liberation Centre

Lord's Hill Ecumenical Partnership

Majesty House

Millbrook Christian Centre

Millbrook Gospel Hall

Mountain of Fire + Miracles ministries Southampton Branch

New Community Central

New Community Eastleigh

New Community West End

New Testament Church of God

North Stoneham + Bassett PCC

Orchard Lane Church

Peartree Anglican Church

Polish Christian Fellowship Church

Portswood Church

Power Grace Chapel

Restoration Christian Church

Riverside Family Church

Shirley Baptist Church

Shirley Parish Church

Shirley Warren Action Church

Sholing Baptist Church

Southampton Chinese Christian Church (SCCC)

Southampton International Evangelical Church

Churches Together in Romsey (list at date policy agreed)

Abbey United Reformed Church

Freedom Church

Romsey Abbey & St Swithuns

Romsey Methodist Church

Romsey Christian Centre

Romsey Baptist Church

St Joseph’s RC Church

Romsey Quakers