



## CALMORE JUNIOR SCHOOL

### SCHOOL ADMISSION POLICY FOR 2016/2017

#### Admission Criteria

The admission arrangements are determined by the Governing Body, after statutory consultations. The Governing Body continue to adopt Hampshire County Council's policy.

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 round for Year 3.

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.

The Governing Body will consider first all those applications received by the published deadline of midnight on Friday 15 January 2016. Late applications (i.e. those submitted after midnight 15 January 2016) will be considered after all on-time applications have been fully processed unless exceptional circumstances merit earlier consideration. Letters to parents offering a primary school place will be sent by the County Council on the first working day after 16 April 2016, being 18 April 2016.

The published admission number (PAN) is 64.

For the main 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 preference will be allocated.

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

1. Looked after children or children who were previously looked after. [ A looked after child is a child who is (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 ceased to be so because they were adopted\* (or became subject to a child arrangements order\*\* or special guardianship order) an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).]
2. *(for applicants in normal admission round only)* Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends this school rather than any other, and children with an Education, Health and Care (EHC) Plan. (Appropriate medical or psychological evidence must be provided in support.)

3. Children living **in** the catchment area of the school:

- (i) who at the time of application have a sibling\*\*\* on the roll of this school or its linked infant school, Calmore Infant School, and who will still be on roll at the time of the sibling's admission. [See 4(i) for additional children who may be considered under this criterion.]
- (ii) Children allocated a place at a linked infant school in the normal admission round in a previous year because the child was displaced (see \*\*\*\*\*) in *Definitions*) from the catchment school for their address, and they remain living in the catchment area.
- (iii) Other children living in the catchment area of the school.

4. Children living **outside** the catchment area of the school:

- (i) Children who at the time of application have a sibling\*\*\* on the roll of this school or its linked infant school, Calmore Infant School, [Where a sibling was allocated a place at the school or linked infant school in the normal admission round in a previous year because the child was displaced (see (\*\*\*\*) in *Definitions*) from the catchment school for their address, the application will be considered under 3(i), 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 or linked infant school under this criteria as a consequence of their 'elder sibling' displacement and they remain living in the catchment area)
- (ii) Children who at the time of application are on the roll of a linked infant school.
- (iii) Children of staff\*\*\*\* who have, (i) 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 (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (iv) Other children

### Definitions

\*This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders)

\*\* Child arrangements orders are defined in s8 of the Children Act 1989, as amended by s12 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.

\*\*\* 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(i) and 4(i) includes children who at the time of application have a sibling for whom the offer of a place at the preferred school or its linked infant school has been accepted, even if the sibling is not yet attending.

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

\*\*\*\*\* "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.

### Tie Breaker

If the school is oversubscribed from **within** any of the above categories or subcategories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school office). 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. If it is still not possible to decide between two applicants who are equidistant then a random application will be made to allocate the final place. An explanation of the method of making random applications is on the council website.

### **School Closures.**

In the event of a school closure, pupils from the closing school may be given priority for admission to 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.

### **Permanent Residence**

The child's permanent residence is where they live, normally including weekends and during the 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**

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further cohort sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

### **Pupils with statements of special educational needs**

The governing body will admit any pupil whose final statement of special educational needs names the school. This is not an oversubscription criterion. Where possible such children will be admitted within the PAN.

### **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 any protocol approved by the Admission Forum, based on legislation and government guidance.

### **Waiting list**

When all available places have been allocated, a waiting list will be operated by 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 will affect their priority;
- periodically, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for having their child's name on a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

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 offer of a school place 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 2016, 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.

#### **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.

#### **Legislation**

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the Schools Admission Code (DfE 2012).