



## Admissions Policy: 2025-2026

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<b>Approval Date</b>	
<b>Policy Review Date</b>	November 2024

# HISP Multi Academy Trust

## Portswood Primary School Admissions Policy: 2025-2026

### 1. Aims

This policy will apply to all admissions from 1 September 2025, including in-year admissions. It will be used during 2024-2025 for allocating places for September 2025 as part of the main admission round for Year R.

Portswood Primary School is part of the HISP Multi Academy Trust. The Local Governing Body of the school is the admission authority for Portswood Primary School and will consider first all those applications received by the published deadline of **midnight on 15 January 2025**. Notifications to parents offering a primary school place will be sent by the Local Authority on **16 April 2025**.

The published admission number (PAN) for Portswood Primary School for 2025-2026 is **60**.

Applications made after midnight on 15 January 2025 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.

### 2. Pupils with an Education, Health and Care Plan

Any child with an Education, Health and Care Plan naming Portswood Primary School will be admitted. Where possible such children will be admitted within the PAN.

### 3. 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. Children who are currently, or have previously been in care (Looked After and Previously Looked After Children) as defined by the Admissions Code 2021
2. Children subject to a Child Protection Plan or deemed to be vulnerable by a senior officer with responsibility for safeguarding in Southampton City Council
3. Children who have a sibling on the roll of the school that will continue to attend that school for the following year
4. Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other
5. Children who qualify for the Service Premium, as the child of a member of the Armed Forces
6. Children who live within the school's designated catchment area

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7. Children whose parents are employed at the school they are applying for, as defined below
8. Children who live closest to the school

### 4. Definitions

**Previously/Looked After Child:** Looked After Children are Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. A Previously Looked After Child, as defined by the Admissions Code, is one who was: looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**Sibling:** This includes children living as siblings in the same family unit. In the case of applications for places at infant schools a sibling at the linked junior school will count as a sibling at the infant school. A sibling is defined as a brother or sister including half, step, foster or adoptive brother or sister, living within the same family unit at the same address for the entirety or majority of the school week.

**Catchment Area:** A "designated catchment area" for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council. Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website [www.southampton.gov.uk](http://www.southampton.gov.uk), click on "My Southampton", follow the links, and enter their postcode.

**Service Premium:** A child will qualify for the Service Premium if their circumstances satisfy any of the following:

- one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve)
- one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme

Proof of this criteria may be provided in a letter from the service parent's commanding officer, confirming employment, or evidence of the receipt of a service pension.

**Children of Parents Employed at the School:** In line with the requirements of the School Admissions Code 2021, a child can be prioritised in the oversubscription criteria for a school if the parent:

- Has been employed at the school for two or more years from the time of application
- Has been employed to fill a position for which there is a demonstrable skills shortage

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### **5. Tie-breaker**

Should a school be oversubscribed from within any of the criteria above, then distance will be used to prioritise applications within these categories. If there are two or more pupils who live identical distances from the school, the decision will be made by casting lots drawn by the Education Lead, Southampton City Council. Distances are measured based on the shortest walking distance using public roads and footpaths. Distances are measured from home to school for all children. These are calculated using a computerised mapping system that uses data supplied by the Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open pedestrian gate top the school, using public roads and footpaths.

### **6. Additional Information**

#### **Late Applications**

The closing date for applications is 15 January 2025. Applications received after that date will be late applications and will be dealt with after all on time applicants have been offered a school place. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

#### **Waiting Lists**

During main round of applications for Year R places for September 2025, a waiting list will be established and maintained centrally by the local authority until 31 August 2025. At all other times, and for other year groups, when all available places have been allocated, waiting lists will be operated by the school.

Any places that become available will be offered to the child at the top of the list on the day the place became available. 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;
- 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 application decision for 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.

#### **Entry into Reception Class**

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The offer made to parents for reception class on the initial offer date is of a full time place from the start of term after 1 September 2025. Schools normally wish to stagger entry into school from that date and arrange for some initial part time attendance to ensure a smooth transition from pre-school / home into school.

Flexibilities exist for those parents who do not feel that their child is ready to start school in the September following their fourth birthday. It is possible for them to:

- Request part-time admission to the allocated school from the September following their child's fourth birthday. This should be negotiated with the Headteacher of the allocated school.
- Request to defer their child's entry until later in the school year but not beyond the point at which they reach Compulsory School Age, and not beyond the beginning of the final term of the school year. This should be negotiated with the Headteacher of the allocated school.
- Request to defer their child's entry until the September following their fifth birthday.

Parents must make an in-year application and the pupil would start in Year 1. Parents of summer born children, that is children born between 1 April and 31 August, may, in addition, choose to send their child to school in the September following their 5th birthday and may request that their child is admitted out of their normal age group to reception year rather than Year 1. Any parent wishing to apply for their summer born child to start school outside their normal age group should read the 'Guidance on the education of children outside normal age group' document available on the Southampton City Council website, which explains the procedures that need to be followed.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is no guarantee that it will continue throughout the child's education and a new parental request must be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances. One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.

### **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.

### **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.

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### **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.

### **In-Year Admissions**

Admissions mid-year for any year group will be dealt with in accordance with this policy. Please contact the current school for more information on how to apply. For any questions or queries relating to Admissions, please contact Mel Saunders on 02380 246589.

### **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2021).