



## Admissions Policy: 2024-2025

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# HISP Multi Academy Trust

## Portswood Primary School Admissions Policy: 2024-2025

### 1. Aims

This policy will apply to all admissions from 1 September 2024, including in-year admissions. It will be used during 2023-2024 for allocating places for September 2024 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 2024**. Notifications to parents offering a primary school place will be sent by the Local Authority on **16 April 2024**.

The published admission number (PAN) for Portswood Primary School for 2024-2025 is **60**.

Applications made after midnight on 15 January 2024 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. Looked after children, children who were previously looked after and IAPLAC (Internationally Adopted Previously Looked After Children) *see (i) in Definitions*
2. Children subject to a Child Protection Plan or deemed to be vulnerable by the Senior Officer with safeguarding responsibility within Southampton City Council
3. Children who have a sibling already on the roll of the school who will continue to attend that school for the following year (this includes children living as siblings in the same family unit) (see definition ii).
4. Children whose parents have satisfied the school's Academy Committee that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist (see definition iii)
5. Children who live within the schools designated catchment area (see definition iv)
6. Other children living outside the designated catchment area

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### 4. 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) at the time of making an application to a school. All previously looked after children, 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 (*a child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society*). Previously looked after 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). All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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 (IAPLAC)
- (ii) 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or foster 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.
- (iii) 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 / psychological need. Priority will be given to those children whose evidence establishes 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.
- (iv) A map of Portswood Primary School's catchment area is available via Southampton City Council's website <https://www.southampton.gov.uk/schools-learning/find-school/apply-school/catchment-areas.aspx>. 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.

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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 2024. 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 2024, a waiting list will be established and maintained centrally by the local authority until 31 August 2024. 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.

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### **Entry into Reception Class**

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 2024. 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).