



## Frogmore Junior School Admission Policy for 2019/20

Effective Date: February 2018

Signed:

Chair of Governors)

This policy will apply to all admissions from 1 September 2019, including in-year admissions. The school will participate in the co-ordinated admission arrangements operated by the Hampshire County Council and the local Fair Access Protocol which will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups. It will be used during 2019-20 for allocating places for September 2019 as part of the main admission rounds for Year 3.

### Admission Criteria

The University of Chichester Academy Trust is the admission authority for all of its schools. The admission arrangements are determined by the Trust, after statutory consultations.

Hampshire 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 junior school place will be sent by the County Council on Tuesday 16 April 2019.

Applications made after midnight 15 January 2019 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 Frogmore Junior School in 2019-20 is 67.

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 available preference will be allocated.

If the school is oversubscribed, places will be offered up to the published admission number (PAN) 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 but immediately after being looked after became subject to an adoption, residence, or special guardianship order. [ 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). 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. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends Frogmore Junior School rather than any other. (Appropriate medical or psychological evidence must be provided in support.)

3. Children living in the catchment area of Frogmore Junior School who at the time of application have a sibling on the roll of the Frogmore Junior School or Frogmore Infant School who will still be on roll at the time of the sibling's admission.\*
4. Other children living in the catchment area of Frogmore Junior School.
5. Other children who at the time of application have a sibling on the roll of Frogmore Junior School or Frogmore Infant School who will still be on roll at the time of the sibling's admission.\*
6. Other children.

\* This 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 or junior school has been accepted, even if the sibling is not yet attending. 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, and includes children living as siblings in the same family unit.

### **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 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.

### **Distance measurement**

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. 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 address point). 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.

### **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.

### **Pupils with a statement of special educational needs**

The governing body will admit any pupil whose final statement of special educational needs names the school. 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 the local authority's In-Year 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 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;
- 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 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 and for as long as they wish.

### **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 School Admissions Code (DfE 2011).

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants in the normal admissions round should contact Hampshire County Council by 22nd May 2019. In year applicants will be heard within 30 school days of the appeal being lodged. Information on how to appeal and the timetable for the appeals process is on the Trust website at [www.unicat.org.uk](http://www.unicat.org.uk)