



## Alverstone Church of England (Aided) Junior School

### Admissions Policy from September 2020

#### Admissions to Year 3

This policy will apply to all admissions from 1<sup>st</sup> September 2020, including in-year admissions. It will be used during 2019-20 for allocating places for September 2020 as part of the normal admission round for Year 3.

The Governing Body of Alverstone Church of England Junior School is the admission authority for The School. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admission Number (PAN) for Alverstone Church of England Junior School (The School) is 64. The PAN is the number of places for children available in the year group above.

A guiding principle of admissions to this school is that the school should serve its local community, defined in the trust deed of 1841 as the ecclesiastical parish of St Mary's Alverstone. The governors also aspire to enable as many children as possible attend their parents' preferred school; that siblings as far as possible can attend this school together; and that children can benefit from continuity between the linked Alverstone Community Infant School. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The governors will admit any pupil whose final statement of special educational needs names the school. Where possible such children will be admitted within the PAN.

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

#### Admission Criteria

1. **Looked after children or children who were previously looked after.** (see Definition A)
2. **(For applicants in the normal admission round only)** Children or families with an exceptional medical or social need. Evidence must be provided, from a medical specialist or social worker, of the child or family's need and why those needs make it essential that the child attends this school rather than any other. If evidence is not submitted by the application deadline, the medical or social needs cannot be considered (see Definition B)).
3. Children **living in the parish of Alverstone which is the catchment area** of Alverstone Church of England Junior School: (see Definitions C)
  - (i) Children who at the time of application have a sibling (see Definitions D) on the roll of Alverstone Church of England Junior School or Alverstone Infant School who will still be on roll at the time of admission.
  - (ii) Children attending Alverstone Infant School and living within the part of the school catchment area that is also recognised as Alverstone Infant School catchment at the time of application
  - (iii) Other children living in the parish area of Alverstone.



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#### 4. Children living out of the parish of Alverstone:

- (i) Children who at the time of application have a **sibling** (see Definitions D) on the roll of Alverstone Church of England Junior School **or** Alverstone Infant School.
- (ii) Children who at the time of application are on the roll of Alverstone Infant school. (see Definition E)
- (iii) Other children.

#### Definitions

##### A Looked after children or children who were previously looked after

This criterion provides a priority for children who are (a) in the area 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. Previously looked after children are those who were previously looked after but immediately after being look after became subject to an adoption order, children 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 arrangement 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).

##### B Serious medical or social need

Where a place is requested for a child or family who have a serious social or medical condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at Alverstone Church of England Junior School is essential rather than any other school. You must also describe the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical specialist or social worker. The evidence will be considered carefully in confidence by the admissions committee of The Governing Body, who will endeavour to reach a fair and equitable decision.

##### C The Catchment Area

The catchment area for Alverstone Church of England Junior School is the Ecclesiastical Parish of St Mary's Alverstone which includes the Local Authority defined catchment area. 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.



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#### Moving home & UK service personnel & crown servants

**For house moves after the application deadline** an exchange of contracts or a signed tenancy agreement (usually for a 12 months' duration) will be accepted as proof of address, but parents may subsequently be asked to demonstrate that the child is resident at the new address and any place offered may be withdrawn if this evidence cannot be provided.

- As a result of a house move notified to the County Admissions Team by 15<sup>th</sup> February 2019, parents may, at the same time, change the schools named in their original on-time application. Additionally, where a house move has been notified to the County Admissions Team by the above date, the application will be considered in relation to the new address unless the applicant specifically requests that the child's address on the relevant closing date is used instead.
- A new address resulting from a house move notified after 15<sup>th</sup> February 2019 will be used to communicate the outcome of the application but cannot be used to determine the outcome of an on-time application made from the previous address.

**Overseas residents, with a planned relocation to Hampshire** will be asked to provide exchange of contracts, signed tenancy agreement (usually of 12 months duration) or other evidence to substantiate ownership of the property. If this cannot be provided, the applicant's current (overseas) address will be used in the application.

**For UK service families** with official proof of posting to Hampshire and of a relocation date, a Unit postal address, quartering area address or future home address will be accepted as the address the application, in accordance with the School Admissions Code.

#### D Siblings

'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister and foster siblings in the same family unit. It will also be applied to situations where a full or half 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 has been accepted, even if the sibling is not yet attending.

#### E Linked Infant School

The designated feeder school for Alverstone CE (A) Junior School is Alverstone Community Infant School.

#### Tie-breaker

When a school is oversubscribed, from within any of the above criteria or sub-criteria, 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. If distances are equal (for example within a block of flats) lots will be drawn by a person independent of the Governing Body in order to determine a place. The use of this is rare but the situations that random allocation would be required are:

- Same cohort siblings (this does not include twins or multiple births)
- Unrelated applicants who live equidistant from the school



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- House of multiple occupation (where living accommodation is shared but not bedrooms, e.g. not a block of flats).
- Forces families applying with a posting order and for admission purposes the unit address is used as there is not allocated housing order.

Each random allocation event is only valid for the allocation of the available school place.

On any waiting list the remaining applicants will remain equally ranked any further place offered will be the result of a further random allocation.

In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process. The roles involved with the random allocation are:

- Independent Adjudicator (IA) – this is a person who ensures the process is carried out in a correct and transparent way. The IA must be independent of the school for which the allocation is to be made and also must be independent of the County Admissions Team.
- Senior Admissions Officer (SAO) – this is an officer from the County Admissions Team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IA.
- Person who makes the draw (P) – this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the admissions team.

#### Who can apply?

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

#### How to apply

**The Local Authority operates a Co-ordinated Admissions scheme which processes all main round admissions applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions) for the prospectus and details of the scheme.**

You must complete a Local Authority Application Form available from [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions) Should you wish to use a paper application, please contact the school office who will be pleased to issue you with one. **Closing date deadline is 15<sup>th</sup> January 2020 at midnight.**

#### Offering Places

The Governing Body will consider first all those applications received by the published deadline of **midnight on 15<sup>th</sup> January 2020**. Notifications to parents offering a junior school place will be sent by the Local Authority on **16<sup>th</sup> April 2020**

Applications made after **midnight on 15<sup>th</sup> January 2020** 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 EHCP (Statement of special educational needs)



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The governors will admit any pupil whose Education, Health and care plan (previously a final statement of special educational need) names Alverstoke Church of England Junior School. Where possible such children will be admitted within the PAN.

#### **Multiple births/same cohort siblings**

Where a twin, child from a multiple birth or sibling in the same cohort is admitted to a school under this policy then any further twin, child of the same multiple birth or siblings in the same cohort will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN. (Siblings in the same cohort includes step or foster children).

#### **In-year applications (ordinary)**

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form available online at [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions). Any parent with parental responsibility can apply for a place for their child at any time to any school. The Governing Body will decide whether a place can be offered at this school.

#### **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 Alverstoke Church of England Junior School. Parents must request (in writing) that their child is placed on the waiting list. Waiting lists will be maintained for one school academic year.

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 of a gifted and talented child, or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Governing Body will make a decision on the basis of the circumstances of each case, informing parents of their statutory



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right to appeal. This right of appeal does not apply if Alverstoke Church of England Junior School has offered a place in another year group.

#### **Main Admissions round Admission Appeals**

If you are unsuccessful in gaining a place for your child at Alverstoke Church of England Junior School you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

#### **In year Admission Appeals**

If you are unsuccessful in gaining a place for your child at Alverstoke Church of England Junior School you will be informed by the school in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

#### **Warning**

Places are withdrawn every year because parents give a false 'home address' on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to The Governing Body attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

#### **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admission Code (published by the DfE in 2014).

#### **Further Information**

If you require further information about applying for a place at Alverstoke Church of England Junior School, please contact The School.

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