



## Alverstoke Church of England (Aided) Junior School

### Admissions Policy from September 2021

#### Admissions to Year 3

This policy will apply to all admissions from **1<sup>st</sup> September 2021**, including in-year admissions. It will be used during 2021-22 for allocating places for September 2021 as part of the normal admission round for Year 3.

The Governing Body of Alverstoke 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 Alverstoke 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 Alverstoke. 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 Alverstoke Community Infant School. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

The Governing body will consider first all those applications received by the published deadlines of midnight on **Friday 15<sup>th</sup> January 2021**. Notifications to parents offering a place will be sent by the Local Authority on **Friday 16<sup>th</sup> April 2021**.

Applications made after midnight on **15<sup>th</sup> January 2021** 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.

The governors will admit any pupil whose final Educational, Health and Care plan names the school. Where possible such children will be admitted within the PAN.

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, 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 and / or social need (see Definition B). Supporting evidence from a professional is required such as a doctor, and / or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need makes it essential that the child attends



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Alverstone Church of England Junior School rather than any other. If evidence is not submitted by the application deadline, the medical and / or social need 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.
  
4. Children **living out of the parish of Alverstone**:
  - (i) Children who at the time of application have a **sibling** (see Definition 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 who at the time of application are on the roll of Alverstone Infant school. (see Definition
  - (iii) Other children.

#### **Tie-breaker**

If the 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 the Local Authority'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. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the Local Authority website.

#### **Additional Information**

##### **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.

##### **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 address, will be the address in which they spend of most of their time.

##### **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



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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).

#### **Fair Access placements**

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the governing body or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol. The Protocol is based on legislation and government guidance.

#### **Pupils with an EHCP**

The governors will admit any pupil whose Education, Health and Care Plan names Alverstoke Church of England Junior School. Where possible such children will be admitted within the PAN.

#### **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.

#### **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 2021**, 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 2021** 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 of the application, in accordance with the School Admissions Code.

#### **Waiting List**



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Waiting lists will be established for each year group where more applications are received than places available. These will be maintained by the school and will be open to all refused applicants wishing to be placed on them.

Any places that become available will be offered to a child at the top of the list on the day the place becomes available. The waiting list is in order 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 arrangements 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 circumstance affects 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 and for as long as they wish.

#### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside of the normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

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

If you are unsuccessful in gaining a place for your child at Alverstone 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 Alverstone 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's 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.

#### **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.**



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You must complete an online 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 2021 at midnight.**

#### Definitions

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

This criterion provides a priority for children 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. Previously looked after children are those who were previously looked after but immediately after being looked 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**

Applicants will only be considered under this criterion if on the application form they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need. 'Medical need' does not include mild medical conditions such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude of abilities or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children who evidence establishes that they have a demonstrable and significant need to attend a particular school; equally this priority will apply to children who evidence establishes that their family members' physical or mental health or social needs mean that they have 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 the evidence does not guarantee that a child will be given a priority at a particular school and in each case a decision will be made on the merits of the case and whether the evidence demonstrates that a placement should be made to one particular school above any other.

##### **C The Catchment Area**

A map of Alverstoke Church of England Junior School catchment area is available on the school website.

##### **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.



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#### **E Linked Infant School**

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

#### **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:

Alverstoke Church of England Junior School, The Avenue, Alverstoke. Gosport. PO12 2JS

Telephone: 023 92580450 Email: [admin@alverstoke-jun.hants.sch.uk](mailto:admin@alverstoke-jun.hants.sch.uk)