




MANOR INFANT SCHOOL & NURSERY

<b>Approval By:</b> School
<b>Review Frequency:</b> 1 year
<b>Next Review Due:</b> October 2018
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<b>CHAIR OF GOVERNORS &amp; HEADTEACHER TO COMPLETE</b>
<b>Review Approved (signature):</b> 
<b>Date Approved:</b> 9/10/17

**ADMISSIONS POLICY 2018/2019**

*'Valued as Individuals, Inspired as learners'*

This policy will apply to all admissions for the academic year 2018/2019 including mid-year applications.

**We will ensure that admissions criteria are open to all and administered consistently and fairly.**

If you would like your child to come to our school in September 2018, you must return your completed application form direct to us at school, if we are your preferred choice, (or to the Local Authority Admissions Team, Education Department, Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth, PO1 2EA) by Sunday 14<sup>th</sup> January 2018.

Places will be allocated on all the applications received by that date in accordance with the Local Authority admissions policy. Parents will be informed of their decision by letter, and if offered a place must confirm their acceptance by the date specified in the letter.

Our school has an admission limit of 90 places. This means we can admit up to this number of children to the reception classes.

If we receive more than 90 applications, the Local Authority shall use the following priorities in the order below to decide the children we can admit:

1. Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after

became subject to an adoption order, residence or special guardianship order. Please see "Additional Information" below.

2. Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application form. Applications under this criterion must be supported by written evidence from an appropriate professional involved stating clearly why the preferred school is the most appropriate for the child and reasons why other schools in the city are inappropriate. All applications received under this category are considered by a multi-disciplinary team of the local authority. Please see "Additional Information" below.
3. Children living within the school's designated catchment area. (If the school cannot admit all applications from the catchment area, applicants will be ranked within this category in accordance with priorities 4(i) to (iv) below.)
- 4 Children living outside the school's catchment area in the following priority order: -
  - i. children who have a brother or sister (living within the same household) at the school in the academic year commencing September 2018;

**Note – this category includes step-brothers/step-sisters, adoptive brothers/sisters living within the same household or children whose parents are married or cohabiting and live together within the same household.**

ii children eligible for service premium

**Note - service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002**

iii) children of staff employed at the school (or school on an adjacent site)

- a) where the member of staff has been employed at the school for 2 or more years at the time at which the application is made, and or
- b) the member of staff is recruited to fill a vacant post for which there is a skill shortage

iv) children who live closest to the school, based on the shortest distance from home to school, measured on a straight line 'as the crow flies'. (This distance will be used where necessary to prioritise applications). Please see "Additional Information" below.

**Note: Should a school be oversubscribed from within any of the criteria 4(i) to 4 (iii) above then distances as given in 4 (iv) will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Please see "Additional Information" below.**

Where the LA is unable to meet a parental preference in relation to a catchment school, the LA will have to allocate a place at a lower preference school or even allocate the next nearest school with places available. Parents may prefer to then try and get a place for another sibling at the same school. In such instances, this school could then be treated as the catchment school for subsequent sibling applications. Parents would have to notify the LA on application that they consider this exception applies. If the application was for the actual catchment school this criterion would still be applied. This would be applicable to Portsmouth schools who have catchment criterion as part of their admissions policy.

### **Pupils with a statement of special educational needs or statutory education, health and care plan**

The Admissions code states “ *all children whose statement of special educational need (SEN) or Education Health and Care (EHC) plan names the school must be admitted*”. These children will have priority for admission over and above all other admission applications and will be included in the admissions allocation process

## **Additional Information**

### **Looked after children**

These are defined as children who are looked after by a local authority, i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours.

Children who were previously looked after\*, but ceased to be so because they were adopted or subject to a residence or special guardianship order. A copy of the relevant court order will be required.

*\*A child is considered as ‘Looked After’ as defined in section 22(1) of the Children Act 1989.*

*A child is considered ‘Adopted’ as defined in section 46 of the Adoption and Children Act 2002.*

*Residence order- as defined in section 8 of the Children Act 1989.*

*Special guardianship order – as defined in section 14 a of the Children Act 1989*

### **Medical, physical, psychological or social need**

If your child or a family member has a significant medical, physical, psychological or social need that you would like taken into account when places are allocated, please tick the relevant box on application form and attach supporting evidence to your form. All evidence must be sent together with the application form. The evidence must be in writing from your doctor or other appropriate professional involved with your child’s health, wellbeing or your specific family circumstances .In all cases evidence must show why it is appropriate that your child attends your preferred school and why other schools in the city are inappropriate.

All applications received under this category are considered by a multi-disciplinary team of the local authority.

Failure to attach supporting evidence will delay the progress of your application and result in it not being considered under this criterion. It is your responsibility to provide the information necessary to support your application. All information given will be treated confidentially. If you are in any doubt about whether or not to include details, please contact the Admissions Team for further advice.

### **Catchment Areas**

A catchment area is a geographical area defined by the council. The idea of having a catchment area is to give some priority for the admission of children living in the local area of the school. Please note - living in the catchment area does not guarantee a place at the school. Your catchment area is determined by your home address (the child's permanent residence). Further details of the individual school's catchment area will be provided on the council's website or by contacting the Admissions Team.

### **Sibling link**

A sibling link is defined as a child's brother or sister (living in the same household) already on roll and attending the school you have applied to or at an adjacent infant/junior school and who still be attending the school the following academic year. This category includes stepbrothers/step-sisters; adoptive brothers/sisters living in the same household or children whose parents are married or cohabiting and live together within the same household. This does not include siblings who live in a different household. If you have twins, triplets or more children in the same household who are due to transfer into the same year group, please be aware that should the admission limit of a school be reached by admitting one child, your other child(ren) will be offered a place at the same school. Please note: a sibling link at the school does not guarantee admission to the school.

### **Feeder Junior School**

Every infant school has a linked feeder junior school. Please see list below.

### **Distance measurement**

Where it is necessary to prioritise applications the criterion will be prioritised based on the shortest distance from the child's home to school, measured in a straight line 'as the crow flies'. Distances will be measured using the council's Geographical Information System (GIS) department. The Local Land and Property Gazetteer (LLPG) unique property reference co-ordinates will be used to represent the school, whilst home co-ordinates will be primarily derived from the LLPG, with Ordnance Survey's ADDRESS-POINT@product used as support. Only distances measured by GIS will be taken into account for the purposes of the distance criterion. Should there be two or more identical distances, the prioritisation will be done by casting lots. The Admissions Team will arrange for this to be carried out by the LA's Democratic Services who are independent of the school and the admissions process.

### **Fair Access Protocol**

The Local Authority operates a Fair Access Protocol which prioritises admissions for certain categories of secondary school age children. This protocol relates to admission applications during the year (but not the transfer of Year 6 pupils from primary/junior to secondary schools

in September). The protocol takes priority above the school's admission policy for those on a waiting list and the LA may require the school to admit above their published admission number.

### **Appeals**

If a parent is unsuccessful with any of their preferences they will have the right of appeal to an independent appeal panel and will be provided with the relevant documentation and advice by the LA's Admissions Service.

### **Waiting lists**

All parents who have been refused a place at the school will have the option to remain on the waiting list – via a tick box on the allocation response form online or on a paper reply slip. Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new join or other applicants come off the waiting list. Children will remain on a waiting list only until the end of the academic year August 2017. If parents/carers want their children to be on the waiting list for the following academic year, they must reapply.

### **Admission Arrangements (Year R)**

The statutory position is that parents do not have to send their child to school until the term following their child's fifth birthday. However, most Portsmouth community and controlled infant and primary schools admit year R pupils on to the school roll before the end of September, in the school year in which the child has his/her fifth birthday. This is subject to the headteacher's professional judgement, following discussion with the parent, on:

- when a child is ready to be admitted;
- how many sessions the child should attend;
- the arrangements for the child moving from part-time to full-time attendance. This will need to take into account the child's pre-school education experience and readiness to cope with the number of sessions.

### **Deferred Entry:**

Where parents do not wish to take this opportunity for early admission, they may defer entry of their child(ren) to the beginning of either the spring term or the summer term. Entry cannot be deferred beyond the beginning of term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

### **Feeder Infant/Junior Schools**

***Isambard Brunel Junior (Academy)***

- Meredith Infant\*
- Manor Infant

***Newbridge Junior***

- Manor Infant
- Penhale Infant

\*Indicates infant/junior schools considered as adjacent sites (relevant to sibling link criterion).