

## **College Park Infant School Admissions Policy 2018 – 2019**

### **RATIONALE**

Admission of children to College Park Infant School is based on the accommodation, resources and budget available, to ensure a quality education can be provided for all pupils.

### **PURPOSE**

- To facilitate a formal and structured admissions framework that is in line with the given criteria in Portsmouth Local Authority's own admissions policy.
- To make available 120 places for Year R children annually in accordance with the school's published admission number (PAN).
- To make available any surplus places, in any year group, to parents who have registered an interest in the school, in line with the school's admissions policy herein.

### **GUIDELINES**

- Details of the school's catchment area will be provided in 'Admission to primary and secondary schools – Information for parents 2018/19' and on Portsmouth City Council's website.
- Children of pre-school age should be registered as soon as possible following the publication of the application forms. Completed application forms should be returned by the published deadline for the co-ordinated admissions process. Children registered after this date will only be admitted subject to places being available and in accordance with the admissions policy.
- Parents living or moving into accommodation that is outside the school's catchment area, who wish to nominate this school as their preference for their child should do so by registering with Portsmouth Local Authority clearly stating any reason they have in support of their application.
- This policy will apply to all admissions for the academic year 2018/2019 including mid-year applications.
- If the school is oversubscribed, applications will be considered first according to the following priorities in the order set out below:-

### **CRITERIA**

- 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 or 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 4(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 or an adjacent junior school in the academic year 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 skills 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.) Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. *\*Please see Additional Information below.*

*Note – Should a school be oversubscribed from within any of the criteria 4i to 4iii above then distances as given in 4(iv) will be used to prioritise applications within these categories.*

### **Displaced Sibling**

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 statements of special educational needs or statutory Education, Health & 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 (see below), 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 14a of the Children Act 1989.*

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

If a 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, applicants should tick the relevant box on the application form and submit supporting evidence to support their request. The evidence must be in writing from a doctor or other appropriate professional involved with the child/family member's health, wellbeing or specific family circumstances. In all cases evidence must show why it is appropriate that the child attends the 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.

### **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 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 step-brothers/step-sisters; adoptive brothers/sisters and foster 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. Twins, triplets and other children of multiple birth will be admitted above the admission limit of a school if the limit has been reached by admitting one of the multiple birth children. 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. The linked feeder junior school for College Park Infant School is Lyndhurst Junior School (Academy).

### **Children eligible for service premium**

Service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002.

The service premium is designed to support children with parents serving in the regular British armed forces. Pupils attract the premium if they meet the following criteria:

- One of their parents is serving in the regular armed forces.
- One of their parents served in the regular armed forces in the last 3 years.
- One of their parents died while serving in the armed forces and the pupil is in receipt of

a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

### **Children of Staff employed at the school**

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.

### **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 school age children. This protocol relates to admission applications during the year but does not apply to children applying in the normal admissions round. The protocol takes priority above the school's admission policy for those on a school's 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 if they wish 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 2019, if parents/carers want their children to be on the waiting list for the following academic year, they must reapply.

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

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, Portsmouth community and controlled infant and primary schools admit Year R pupils on to the school roll by 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.

For a few Year R children, however, the Headteacher may decide that the usual pattern of admission arrangements would be inappropriate. It is expected that before being admitted to the school, children will:

- Be able to use the toilet independently;
- Have some independence in dressing and feeding themselves;
- Be able to communicate their needs;
- Be able to cope with the demands of the school setting.

During the summer term prior to entry, Year R children and their parents will be invited to spend time at the school. During the induction process they will be able to meet their child's Classteacher and learning support assistant and spend some time in the classrooms. Information will be given on practical matters such as, school uniform and lunchtimes, as well as the curriculum.

May 2017

Review date : Spring 2018