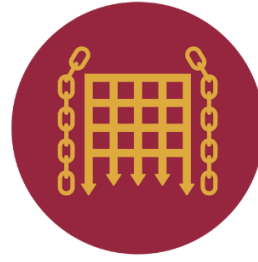


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ADMISSIONS POLICY 24/25

This version dated: September 2022
Next Review Date: September 2023

#WEAREROMSEY

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1. Admission Criteria

- 1.1. The Governing Body of The Romsey School Academy Trust is the admission authority for the school. The admission arrangements are determined by the Governing Body after statutory consultation. Hampshire County Council, as the Local Authority for the area, will manage the process on behalf of the school according to the coordinated admissions scheme which is published on the Hampshire County Council website (www.hants.gov.uk/admissions). The Romsey School works closely with Hampshire County Council to ensure that the admission arrangements and over subscription criteria are complied with.
- 1.2. The County Council will consider first all those applications received by the published deadline of midnight on 31 October 2023. Notifications to parents offering a secondary school place will be sent by the County Council on 01 March 2024.
- 1.3. Applications made after midnight on 31 October 2023 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.
- 1.4. This policy will apply to all admissions from 1 September 2024, including in-year admissions. It will be used during 2024-25 for allocating places for September 2024 as part of the main admission round for Year 7. Outside the normal admissions round, Hampshire County Council's Fair Access protocol will be applied alongside this policy to secure the admission of vulnerable pupils from specific groups.
- 1.5. The published admission number (PAN) for The Romsey School for 2024-2025 is 232 plus 2 Pupils to be admitted to the resourced SEN unit for Pupils with Aspergers Syndrome (ASD): these Pupils are admitted by the LA's SEND team.
- 1.6. For the normal admission round, all 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.
- 1.7. 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.

2. Oversubscription criteria.

- 2.1. Looked after Pupils or Pupils who were previously looked after (*see 3.1 in Definitions*).
- 2.2. (*For applicants in the normal admission round only*) Pupils or families who have a serious medical, physical or psychological condition which makes it essential that the Pupil attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
- 2.3. *Pupils* living in the catchment area of The Romsey School (*see 3.2 in Definitions*).
 - I. Pupils who at the time of application have a sibling (*see 3.3 in Definitions*) on the roll of the school who will still be on roll at the time of admission. [See 2.4(i) for additional Pupils who may be considered under this criterion.]
 - II. Other Pupils living in the catchment area of the school.
- 2.4. Pupils living out of the catchment area of the school:
 - I. Pupils of staff (*see 3.4 in Definitions*) who have, (i) been employed at the school for two or more years at the time at which the application for

- admission to the school is made, or (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- II. Pupils living out of the catchment area of the school who at the time of application have a sibling (*see 3.3*) on the roll of the school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the Pupil was displaced (*see 3.5*) from the catchment school for their address, the application will be considered under 2.3, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].
 - III. Pupils living out of catchment who at the time of application are on the roll of a linked junior or primary school. Ampfield C E Primary School; Awbridge Primary School; Braishfield Primary School; Cupernham Junior School; Oakfield Primary School, Totton; Romsey Abbey C E Primary School; Romsey Primary School. Oakfield Primary School is part of the Gateway Multi-academy Trust (GMAT). The Romsey School is the only Secondary School currently in this Academy Trust.
 - IV. Other pupils.

3. Definitions

- 3.1. This criterion provides priority for Pupils 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 Pupils Act 1989). It can also be used for Pupils who were previously looked after but immediately after being looked after became subject to an adoption, a Pupil arrangement order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Pupils Act 2002. This has been extended to include Pupils adopted under the 1976 adoption act, in line with the Admissions code Dec 2014. Pupil arrangements orders are defined in s.8 of the Pupils Act 1989, as amended by s.12 of the Pupils and Families Act 2014. Pupil arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Pupil arrangements order.. Section 14A of the Pupils Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a Pupil's special guardian (or special guardians).
- 3.2. *The* Pupil'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 Pupils 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. A map of the school's catchment area can be viewed on the school's details page on the Hampshire County Council website www.hants.gov.uk/educationandlearning/findaschool.
- 3.3. '*Sibling*' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living

as one family unit at the same address. It will also be applied to situations where a full, half or adoptive brother or sister are living at separate addresses. Criteria 2.3(i) and 2.4(ii) include Pupils 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.

- 3.4. *'Staff'* includes all those on the payroll of the school. *'Pupils of staff'* refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.
- 3.5. *'Displaced'* refers to a Pupil who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

4. Tie-breaker

- 4.1. If the school is oversubscribed from within any of the above categories or subcategories, 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 it still not possible to decide between two applicants who are equidistant then a draw will be made to allocate the final place.

5. Additional Information

5.1. Pupils with an Educational Health Care Plan (EHCP)

- 5.1.1. The governors will admit any pupil whose Education, Health & Care Plan (EHCP) names the school. Where possible such Pupils will be admitted within the PAN unless they are one of the two places allocated to the Autistic Spectrum Resource Base.

5.2. Multiple births

- 5.2.1. Where a twin or Pupil from a multiple birth is admitted to a school under this policy then any further twin or Pupil 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.

5.3. In-Year Fair Access placements by the local authority

- 5.3.1. 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.

5.4. School Closures

- 5.4.1. In the event of a school closure, pupils from the closing school may be given priority for 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.

5.5. Waiting lists

5.5.1. When all available places have been allocated, waiting lists will be operated by the school. Any places that become available will be allocated to the Pupil at the top of the list at that time. The waiting list is ordered 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.

5.5.2. The waiting list will be reviewed and revised –

- Each time a Pupil is added to, or removed from, the waiting list;
- When a Pupil's changed circumstances affect their priority;

5.5.3. At the time of receiving an offer of a school place parents will be advised of the process for adding their Pupil's name to a school's waiting list. Parents may keep their Pupil's name on the waiting list of as many schools as they wish.

5.5.4. The waiting list will be maintained until 31 August 2024, at which point all names will be removed. Should parents wish their Pupil to be considered for a place at the school in the following school year they should complete and submit a fresh in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

5.6. Admission of Pupils outside their normal age group

5.6.1. Parents may request that their Pupil is admitted outside their 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 Pupil to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the Pupil.

5.7. Appeals

5.7.1. Parents seeking admission for their Pupils, who do not secure a place, have a right to appeal to an Independent Appeals Panel. Details of the procedure will be sent on receipt of written request to appeal. The appeals time-table will be published on the School's website on 28th February 2024.

5.8. Other Information

5.8.1. The school prospectus gives information about the school and details of the Admission Procedures. Parents are encouraged to visit and view the school with their Pupil on the school's Open Evening.

5.9. Legislation

5.9.1. 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 2012 and DfE 2014).

Adopted by the Governing body on after consultation with the LA, Schools in Totton and Local Cluster Schools.

Signature(s):

Chair of Governors:

Headteacher:

Date of policy:	October 2022
Version:	2
Owner:	The Romsey School

Equalities impact assessment – Admissions policy 2023 -24

Name of Policy		The Romsey School admission arrangements 2023/2024 including the Admissions Policy		
Department		Admissions Team		
Names of people completing assessment		Deputy Headteacher Admissions officer.		
Purpose of the policy		There is a statutory duty for authorities to exercise their functions with a view to promoting the fulfilment by every Pupil of their educational potential, and, in the case of admission authorities in England, with a view to ensuring fair access to educational opportunity, as well as with a view to promoting high standards. The authority must exercise its function with a view to securing diversity in the provision of schools and increasing opportunities for parental choice. The admission must be clear, objective and fair and is easy for parents to understand and be in a range of formats. The school should serve its local community; that as many Pupils as possible attend their parents’ preferred school; that siblings as far as possible can attend school together; and that Pupils can benefit from curriculum continuity between schools serving the same catchment area.		
What are the main activities?		To undertake the statutory annual consultation about school admission arrangements with all Hampshire schools, neighbouring local authorities, parents, other interested parties To provide advice and assistance to all parents of Pupils of all ages in the area applying for school places, with clear information about admissions and supporting those parents who find it hardest to understand the system. Enabling parents to apply and ensuring that applications are processed according to the published arrangements. To implement the fair access protocol to secure inclusion for vulnerable Pupils.		
Who is intended to benefit?		Pupils and families in Romsey and the Rural Areas nearby who are intending to seek a school place in the school.		
These different customer groups are more likely to be excluded.	Do you know about the breakdown of people who use your services compared to the community profile?	Will some people be unable to use or benefit from this policy?	If any groups are disadvantaged is this likely to be unlawful?	How could the policy improve equality of access?
Disabled people Mobility, sight, hearing, speech and language	Unknown	The admission arrangements contain a medical criterion within the policy, to enable priority for Pupils or families who have a serious medical, physical or psychological condition which makes it essential that the Pupil attends the preferred school rather than any	No	Ensure that it is published or available in various formats including brail. -

disability or difficulty, mental health/distress		other, and who request admission on medical grounds and submit appropriate medical or psychological evidence. However, all applications, including those with no medical grounds for applying are considered, applying the published arrangements.		
Age		The admission arrangements contain no policies that provide different impacts on people with parental responsibility dependent on their age.		
Gender		The school is not single sex		
SEN		The policy does not apply to Pupils with a statement of SEN, except that these Pupils will, where possible, be admitted within the PAN and who have named the school on the statement. Parents that find the school admissions system difficult to navigate (perhaps because of their own learning needs) can access support through Hampshire County Council's Choice Advice service.		
Race				
Low or no income		Low or no income families who live in the Romsey Area and some families out of catchment benefit from the Additional Financial support the school provides for transport to and from the school.		

What conclusions have you reached about the potential impact

Possible impact	Groups affected	Evidence
1. Some families need to be advised about the admissions process which is complicated.	Families with FSM entitlement.	Late applications are most common from families who do not apply on-line.
2. Families without access to ICT facilities and the internet and not living	Low income families in rural areas	Late applications are most common from families who do not apply on-line

close to the school are disadvantaged.					
Further Action					
Impact identified	Action	Responsibility	Timescale	Outcomes	Review date
Impact 1	Flyer to all primary students which includes a QR code to the website for applications	Headteacher	each September.	Reduced number of late applications.	September 2022 – Completed Headteacher delivered this to all parents via feeder school during autumn term and will continue to do so.