



# Admissions Policy 2024-25

December 2022

Date Approved:	Dec 22	Review Date:	Dec 23	Approved by:	The Trust Board
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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, the authority's Fair Access protocol may be applied alongside the policy to secure the admission on vulnerable pupils from specific groups.

The guiding principles of the school admissions policy are that each Hampshire child is offered a school place; that each school should serve its local community; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair and objective and complies with all relevant legislation.

### **Published Admission Number (PAN)**

The published admission number (PAN) for the Academy for 2024-2025 is 180 (this includes 2 places for children with an EHC Plan admitted to specialist SEN provision).

### **ADMISSION PROCESS**

The Trustees of Fareham Academy ('the Academy') and 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.**

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.

For the main 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.

If the Academy is not oversubscribed all applicants will be offered a place at the Academy.

### **Oversubscription criteria**

If the Academy 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.

1. Looked after children or children who were previously looked after (see (i) in Definitions).
2. (For applications in the normal admission round only) Children or families with an exceptional medical and/or social need (*see definition ii*). 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(s) makes it essential that the child attends this school rather than any other. If evidence is not submitted by the application deadline, the medical and/or social need cannot be considered.
3. Children of staff (see (iii) in Definitions) who have, (1) been employed at the school for two or more years at the time at which the application for admission to the Academy is made, or (2) have been recruited to fill a vacant post for which there is

a demonstrable skill shortage.

4. Children living **in** the catchment area of the Academy (see (iv) in Definitions) who at the time of application have a sibling (see (v) in Definitions) on the roll of the Academy who will still be on roll at the time of admission. [See 6 for additional children who may be considered under this criterion.]
5. Other children living **in** the catchment area of the Academy.
6. Children living **out** of the catchment area of the Academy who at the time of application have a sibling (see (v) in Definitions) on the roll of the Academy who will still be on roll at the time of admission. [Where a sibling was allocated a place at the Academy in the normal admission round in a previous year because the child was displaced (see (vi) in Definitions) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the Academy under this criterion as a consequence of their elder sibling's displacement and they remain living in the catchment area.]
7. Children living **out** of the catchment area of the Academy who are on the roll of a linked junior or primary school at Redlands Primary School, Wallisdean Junior School, Ranvilles Junior School & St Jude's Catholic Voluntary Aided Primary School.
8. Other children.

## DEFINITIONS

- (i) Looked after children are defined as those 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). 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 arrangements 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 order 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). Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- (ii) 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 or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social

needs mean that they have a 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 evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

- (iii) "Staff" includes all those on the payroll of the school who (specific to clause (1)) have been an employee continuously for two years at the time of application. "Children of staff" refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.
- (iv) The child's permanent resident 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.
- (v) "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 3 and 5 children who at the time of application have a sibling for whom the offer or a place at the preferred school has been accepted, even if the sibling is not yet attending.
- (vi) "Displaced" refers to a child 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.

## **TIE BREAKER**

If the Academy is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the Academy have priority. Distances will be measured from the Ordnance Survey home address point to the Academy 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. Where two or more applicants are equidistant, random allocation will be used to allocate the place.

## **ADDITIONAL INFORMATION**

### **Pupils with an Education, Health and Care Plan**

Any child with an Education, Health and Care Plan naming the Academy will be admitted, only if we can cater for the child's needs. Where possible such children will be admitted within the PAN.

### **Multiple births**

Where a twin or children from a multiple birth is admitted to the Academy under this policy, then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the group above the Academy PAN.

### **In-Year Fair Access placements by the local authority**

The local authority must ensure that all students are placed in schools as quickly as possible. It may therefore be necessary for a student 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.

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

Parents can seek places outside their normal age group. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the Academy.

### **Waiting lists**

In the event of oversubscription, a waiting list will be established and maintained by the Academy.

Any places that become available will be offered to the child at the top of the list on the day the place became available. 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.

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;

The waiting list will be maintained until 31 August 2025, at which point all names will be removed. Should parents wish their child 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.

### **Objections to Academy's Admission Arrangements**

Any objections to the Academy Trust's admission arrangements should be submitted to The Office of the School's Adjudicator (OSA)

### **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2021).

### **Withdrawing offers of places**

Places that have been offered will only be withdrawn in the following circumstances:

- the place was offered on the basis of a fraudulent or intentionally misleading application;
- the place was offered by the Local Authority in error;
- a parent has not responded to the offer of a place despite reminders.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Admissions Department, Fareham Academy, St Anne's Grove, Fareham, PO14 1JJ for information on how to appeal.