

Upham CE (A) Primary School

Admissions Policy from September 2025 for 2025/26



Approved by the Full Governing Body: **8 February 2024**

Upham Church of England (Aided) Primary School

Admissions Policy from September 2025

INTRODUCTION

- The name of The School is Upham Church of England (Aided) Primary School, a Voluntary Aided School.
- The Governing Body of Upham Church of England (Aided) Primary School is the admissions authority.
- Upham Church of England (Aided) Primary School's trust deed of 1847 states that Upham Church of England (Aided) Primary School was established to provide a school for poor persons in the Parish of Upham.
- This policy has been made in accordance with the Equality Act 2010 and The Human Rights Act. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the responsibility of *The Governing Body*.
- The information given below is correct for Upham Church of England (Aided) Primary School in the year shown above, but it could be altered for future years. We advise you to check with Upham Church of England (Aided) Primary School that no changes have occurred. All applications are made by *Parents* for their child / children.

THE ADMISSIONS TIMETABLE

The Hampshire County Council (**Local Authority**) operates a timetabled co-ordinated admissions procedure for all Schools in line with Government legislation.

The Local Authority will manage the process on behalf of Upham CE(A) Primary School according to the scheme which is published on the County website www.hants.gov.uk/admissions, but it is still *The Governing Body*, as the Admission Authority for this school, who will allocate the available places in line with this policy.

Parents applying under criteria 5 (the Christian Commitment criteria) will be asked to complete a Supplementary Information Form (SIF), which must be obtained from Upham CE(A) Primary School, completed and returned to Upham CE(A) Primary School not later than the closing date set by the Local Authority for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

FURTHER INFORMATION

If you require further information about applying for a place at Upham CE(A) Primary School, please contact:

Upham CE (A) Primary School, Upham Street, Upham, Southampton, SO32 1JD

Telephone: 01489 860355

Email: adminoffice@upham.hants.sch.uk

This policy will apply to all admissions from 1 September 2025 including allocating places in the main admission round for entry to Year R in September 2025 and in-year admissions during 2025/26.

The Governing Body of Upham CE(A) Primary School is the admission authority for Upham CE(A) Primary School. The admission arrangements are determined by the Governing Body, after statutory consultations.

The Published Admission Number (PAN) for Upham CE(A) Primary School is 15. The PAN is the number of places for children available in each year group..

A guiding principle of admissions to this school is that a church school should serve its local community, defined in the trust deed of 1847 as the ecclesiastical parish of Upham.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

Admission Process

The Governing board will consider first all those applications received by the published deadline of midnight on Monday 15th January 2025. Notifications to parents offering a primary or infant school place will be sent by the Local Authority on Tuesday 16th April 2025.

Applications made after midnight on 15th January 2025 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.

Oversubscription Criteria

If the school is oversubscribed, places will be offered in the following priority order.

1. Looked after children or children who were previously looked after (see definition A below)
2. (For applicants in the normal admission round) Children or families with an exceptional medical and/or social need (see definition B). Each application must include supporting evidence from an independent professional 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 Upham Church of England Primary School rather than any other. Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need and supporting evidence is submitted with the application.
3. Siblings (see definition D below) of children attending Upham CE(A) Primary School who at the time of the application, have a sibling on the roll of the school and will still be attending at the time of the applicants proposed admission.
4. Children living in the catchment area of Upham CE (A) Primary School.
The Catchment area of the school is defined by Hampshire County Council and in addition encompasses the entirety of the parish of the Blessed Mary, Upham. Please see the map in appendix 1 of the policy.
5. A child or a child with a parent who is an active member of a Christian church as defined by the following statement;
"A worshipping fellowship who confess the Lord Jesus Christ as God and Saviour according to the Bible and therefore seek to fulfil together their common calling to the glory of the one God, Father, Son and Holy Spirit; who are members or participant observers of the World Council of Churches or the World Evangelical Alliance."
And who requests admission on denominational grounds and provides relevant evidence. (See definition E below)
6. Children living out of the catchment area of Upham CE(A) Primary School.

Definitions

A Looked after children or children who were previously looked after

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 under 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, child arrangements order, or special guardianship order. This includes those children 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. 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 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, physical or psychological condition

'Medical need' does not include common medical conditions supported in mainstream schools, 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 school above any other.

C Child's Permanent Address

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 addresses, will be the address at which they spend most of their time.

D Siblings

'Sibling' refers to a brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or foster sister and includes children living as siblings in the same family unit and in every case the child must be living permanently in the same family unit at the same address. Category 3 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.

E Christian Commitment

Active member of a Christian Church is defined as attending worship at a church under the definition given in this policy at least once a month for the previous two years before the deadline for admissions. Parents applying under this criterion are required to complete a **Supplementary Information Form (SIF)** which asks for a declaration and verification of the child's or your active membership. The SIF is available from the school and must be completed and returned to the school by midnight on the **15th January 2025**. As it is a paper form that needs to be signed, the SIF is not available online. In order to ensure that you have the required church attendance you may need to complete two or more forms. This is normally more applicable to those who have moved into the area but attended church at their previous address.

In the event that during the period specified for attendance at worship the Christian church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Tie-breaker

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school reception). 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 is still not possible to decide between two applicants who are equidistant then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website.

How to apply

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see

<https://www.hants.gov.uk/educationandlearning/admissions/arrangements> for the prospectus and details of the scheme.

You must complete a Local Authority Application Form available from the website <https://www.hants.gov.uk/educationandlearning/admissions>. If you wish to use the 'Christian Character' criteria to support your application you must also complete a Supplementary Information Form (SIF). This form is available from Upham CE(A) Primary School website: www.upham.hants.sch.uk, at the end of this Admission Policy, as a paper copy from the school office on request or from the local authority website <https://www.hants.gov.uk/educationandlearning/findaschool/>. Please also see the definition on 'Christian Commitment'.

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 residence 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. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, pre-school or child-minder, the address registered for child benefit and the address registered with the child's GP.

Offering places

The Governing Body will consider first all those applications received by the published deadline of **midnight on 15 January 2025**. Notifications to parents offering a place will be sent by the Local Authority on **Wednesday 16 April 2025**.

Applications made after **midnight on 15 January 2025** 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.

Pupils with an Education Health Care Plan

The governors will admit any pupil whose education health care plan names Upham CE(A) Primary School. Where possible these children will be admitted within the PAN.

Multiple births

Where a twin or child from a multiple birth is admitted to a school 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 year group above Upham CE(A) Primary School's 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 on line at; <https://www.hants.gov.uk/educationandlearning/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 Upham CE(A) Primary School.

In-Year Fair Access placements by the local authority

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.

Waiting lists

When all available places have been allocated, a waiting list will be operated by Upham CE(A) Primary School.

All children not being offered a place will automatically be placed on the waiting list for Upham CE(A) Primary School. Any places that become available will be allocated 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;
- periodically, when parents, with a child on the waiting list, will be contacted and asked if they wish to remain on the list for the following school year.

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.

For entry to Year R, the waiting list will remain open until 31 August 2026, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Should parents wish their child to be considered for a place at the school in the following school year, they must submit a new 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.

Starting school and deferred entry to Year R

Pupils born between 1 September 2020 and 31 August 2021 (inclusive) are entitled to full time schooling from September 2025. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after the reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between

- 1 September and 31 December 2020 (inclusive) reach compulsory school age on 31 December 2025, at the start of the spring term 2026.
- 1 January and 31 March 2021 (inclusive) reach compulsory school age on 31 March 2026, at the start of the summer term 2026
- 1 April and 31 August 2021 (inclusive) reach compulsory school age on 31 August 2026, at the start of the new school year in September 2026.

Parents of summer born children (those born between 1 April and 31 August) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until September 2026. This is called decelerated admission. In making a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interest. It is recommended that parents considering such a request contact the school in the autumn term 2024 to ensure that an informed decision is made.

Admission of children outside their normal age group

Parents may request that their child is admitted outside of 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 to 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.

School Closures

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 school and Local authority in accordance with the School Admission Code and will be published at the time for specific schools affected.

Admission Appeals

If you are unsuccessful in being offered a place for your child at Upham CE(A) Primary 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.

Warning

Places are withdrawn every year because parents give false information on application forms, e.g. a false 'home address'. 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.

Legislation

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

Appendix 1: Map of Catchment Area for Upham CE(A) Primary School, as defined in this policy



Key : ————— Catchment Boundary for 2024/25 Admissions Policy for Upham CE(A) Primary School

SUPPLEMENTARY INFORMATION FORM

**Only use to support admission applications using the
“Active member of a Christian church” criteria**

The purpose of this **Supplementary Information Form** is to verify the active membership of a Christian church of one or both parents. Active membership is defined as attending worship at a Christian church at least twice a month for the previous two years before the deadline for admissions set by the Local Authority.

You must complete this form, declare your active membership, have it supported by the designated church official and return it to the school as soon as possible but before the deadline for primary school admissions set by the Local Authority. *(The designated church official is usually the vicar or minister; please ask at your church or the church school you are applying to who has been designated to validate your declaration.)*

If you do not submit this form in time, your application cannot be considered under the faith criterion.

I / We		Parent Name(s)
Of		Address
Being the Parent(s) of		
Child's Name		Child's Date of Birth
<i>applying for a place at</i> Upham CE(A) Primary School		
declare that my / our active membership of a Christian church is described as attending worship at a Christian church at least twice a month for at least the previous two years before the deadline for admissions set by the Local Authority.		please tick
In the event that during the period specified for attendance at worship the Christian church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.		
Parental signature(s)	Please print your name(s)	
1st parent	1st parent	
2nd parent (if appropriate)	2nd parent (if appropriate)	
Date:	Date:	

PLEASE GET THIS FORM SIGNED BY THE CHURCH OFFICIAL VERIFYING YOUR DECLARATION

I verify that the information regarding attendance at worship given above is correct.	
Signature	
Please print your name	
Name of the Christian Church	
Status within the church (Vicar / Priest in Charge etc)	
Date	
Contact address and telephone number	

For School Use Only

Accepted by the school as a validated “active members of a Christian church” declaration and signed on behalf of the Governing Body by			
Name of person signing on behalf of the Governing Board.	Name	Signature	Date

Please return this form to the Church of England School you are applying to as soon as possible before the deadline for school admissions set by the Local Authority