



## THE MOUNTBATTEN SCHOOL

### Admission Policy for 2025-26

This policy will apply to all admissions from 1 September 2025, including casual admissions. Hampshire County Council's Fair Access Protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups. It will be used during 2025-26 for allocating places for September 2025 as part of the main admission round for Year 7.

#### Admission Criteria

The Mountbatten School is the admission authority for the school and determines the admission arrangements subject to National School Admission Codes.

The Mountbatten School will consider first all those applications received by the published deadline of **midnight on 31 October 2024**. Applications submitted after midnight 31 October 2024 will be considered on **2 March 2025**, one day after the main round offer date. **Notifications to parents offering a secondary school place will be sent by the County Council on 1 March 2025** (this is the national offer date).

The published admission number (PAN) for The Mountbatten School for 2025-2026 is 284.

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 school is oversubscribed, places will be offered in the following priority order (places for applications received after the deadline will be allocated using the same criteria):

1. Looked After Children and previously Looked After Children (see definition below). (A letter from the Children's Services Department confirming the child's status must be provided). 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.
2. Children or families with an exceptional medical and/or social need. 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 The Mountbatten School rather than any other (see definition below\*). 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.

Allocation of a place under this criterion will be made by the Headmaster.

\* '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 only 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.

3. Children living within the catchment areas of The Mountbatten School who at the time of application have a sibling on the roll of The Mountbatten School and who will still be on roll at the time of the sibling's admission.
4. Other children living **within** the catchment areas of The Mountbatten School.
5. Children of staff employed by The Mountbatten School where:
  - a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children living **outside** the catchment areas of The Mountbatten School who, at the time of application, attend one of the linked primary schools (Halterworth Community Primary School; North Baddesley Junior School; Nursling C of E Primary School; Romsey Primary School; Rownhams St John's C of E Primary School and Wellow School).
7. Other children.

### **School Closure Statement**

In the event of a school closure, pupils from the closing school may be given a higher priority (for example, this might include the child being treated as in-catchment) within the admission criteria 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 by a particular closure.

## **Looked After Children**

Criterion 1 provides priority for children 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). It can also be used for children who were previously looked after but immediately after being looked after, became subject to an adoption order, child 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. A 'child arrangements order is as an order settling the arrangements to be made as to the person with whom the child is to live under 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).

## **Siblings**

'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, stepbrother or stepsister living, as one family unit at the same address or foster brother or sister living at the same address. It will also be applied to situations where a full or half brother or sister are living at separate addresses.

## **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, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.

Proof of address to be given by providing any two of the following:

- a driving licence
- a council tax bill showing name and home address
- a utility bill (gas, electricity, water) showing name and home address
- a bank statement showing name and home address,

if moving house:

- a solicitor's letter confirming exchange of contracts, or
- a signed tenancy agreement.

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

The governors will admit any pupil whose Education, Health and Care Plan names the school. This is not an oversubscription criterion but where possible such children will be admitted within the PAN.

### **Distance measurement**

Unusually, the school has two separate non-contiguous catchment areas. If the school is oversubscribed from within any of the above categories, straight-line distance will be used from home to one of two locations, one being in each catchment area. Applicants living nearest the Main School Reception or the entrance gate to the Methodist Church, Romsey Road, West Wellow (whichever is closer) will have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (from the Ordnance Survey home address point to the Main School Reception or to entrance gate to the Methodist Church, Romsey Road, West Wellow). Distances from multiple dwellings will give priority to the ground floor over the first floor and so on. If there are two or more applicants from the same block of flats, the applicant with the lowest door number will be given priority. If it 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 Hampshire County Council website.

The school has two separate non-contiguous catchment areas, one around the school and one ('the separated catchment area') to the west of the school. So that children in the separated catchment area are not disadvantaged, there are two measuring distance locations: the school and the entrance gate to the Methodist Church, Romsey Road, West Wellow, which is central on both north/south and east/west axes of the separated catchment area.

### **Multiple births**

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further same cohort sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

### **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 any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

### **In Year Admissions**

In-Year admissions (i.e. those that are not for September 2024) will be administered by The Mountbatten School. Parents must contact the school and apply directly for a place.

Admissions Criteria 1-6 will operate, 7 will not. As the Admissions Authority, the School will issue all offers of an in-year place. Offers not received by the school within a specified period (at least 10 working days) on the offer letter will be offered to the next student on the waiting list.

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

Parents requesting that their child be admitted outside their normal age group should apply in the normal way and separately contact the school to discuss their child's circumstances. The school will make its decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The school will also take into account the views of the Headteacher of the pupil's existing school. When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision.

### **Waiting list**

When all available places have been allocated, a waiting list will be operated by the 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 will affect their priority.

At the time of receiving notification that a place is not available, parents will be advised of the process for having their child's name on a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish. However, waiting lists will be closed annually on 31 August. Applications for a place in the following academic year will need to be made.

### **Policy Agreed**

Signed by: .....Mr S Longmore..... Date: 15 November 2023  
Chair of School Improvement Committee

Signed by: .....Mr P Urban..... Date: 15 November 2023  
Chair of Board of Trustees

**(Signed copies are archived in school)**