



Dogmersfield C.E. (Aided) Primary School

Admissions Policy for September 2026-2027

Policy Determined by the Governing Board

Date Reviewed:	January 2025
Next Review:	January 2026
Review cycle:	Annual
Reviewing Committee:	FGB
Linked Policies:	
Policy is based on:	Portsmouth Diocese Model Admission Policy School Admissions Code 2021

This policy will be used during **2026/2027** for allocating places in the main admission round for entry to Year R in **September 2026**. It will also apply to in-year admissions during **2026/27**. Outside the normal admissions round, the Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The Governing Board is the admission authority for Dogmersfield Church of England (Aided) Primary School and it is a Voluntary Aided School. The admissions arrangements are determined by the Governing Board after statutory consultations.

Published Admission Number

Each school has a published admission number (PAN) for entry to Year R. The school will admit this number if there are sufficient applications. Where fewer applications than the published number are received, places will be offered to all those who have applied.

The PAN for Dogmersfield Church of England (Aided) Primary School for **2026/27** is 20.

The guiding principle of admission to this school is that a church school should serve its local community, defined in the trust deed of 1912 as the ecclesiastical parish of Dogmersfield. Please see map Appendix 1.

Admission Process

The Governing board will consider first all those applications received by the published deadline of **midnight on 15th January 2026**. Notifications to parents offering a primary or infant school place will be sent by the Local Authority on **Thursday 16th April 2026**.

Applications made after midnight on **15th January 2026** 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 and Care Plan (EHCP)

Any child with and Education, Health and Care Plan naming Dogmersfield Church of England (Aided) Primary will be admitted. Where possible such children will be admitted within PAN.

Oversubscription Criteria

When the school is oversubscribed, after the admission of pupils with Educational, Health and Care Plans (EHCP, see definition C) or Statements of Special Educational Needs, where Dogmersfield CE (Aided) Primary School is named in the EHCP/Statement, priority for admission will be given to those children who meet the criteria set out below in order:-

1. Looked after child or a child who was previously looked after (see definition A)
2. Children or families with an exceptional medical 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 Dogmersfield CE (Aided) 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. Children who at the time of application have a sibling attending Dogmersfield Church of England (Aided) Primary School who will still be on roll at the time of admission (see Definition E).
4. Children of families living in **The Parish of Dogmersfield as shown by the Parish Boundary Map within this policy.**
5. Children of families included in **Churches Together in England** (see definition G) living inside the catchment area served by Dogmersfield Church of England (Aided) Primary School who can provide confirmation of Christian commitment (see definition F). A Supplementary Information Form must be completed by parents applying under this criterion.
6. Children of families living inside the catchment area served by Dogmersfield Church of England (Aided) Primary School, as detailed on the Hampshire County Council's Web page relating to school admissions (see Definition D).
7. Children of staff (see Definition H) who have a) been employed at Dogmersfield Church of England (Aided) Primary School for two or more years at the time at which the application or admission to the school is made, or b) have been recruited to fill a vacant post for which there is a demonstrable skills shortage.
8. Children of families included in **Churches Together in England** (see definition G) living outside the catchment area served by Dogmersfield Church of England (Aided) Primary School who can provide confirmation of Christian commitment (see definition F). A Supplementary Information Form must be completed by parents applying under this criterion.
9. Other children living outside the catchment area served by Dogmersfield Church of England (Aided) Primary School.

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. Distances will be measured from the Ordnance Survey home address point to the school address point using the Local Authority'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. An explanation of the random allocation procedure is available on the Local Authority website.

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.

Multiple Births

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child from the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

Fair Access Placements

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the governing board or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol. The Protocol is based on legislation and government.

Waiting Lists

Waiting lists will be established for each year group where more applications are received than places available.

Any places that become available will be offered to a child at the top of the list on the day the place becomes 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 arrangements 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 circumstance affects their priority.

For entry to Year R, the waiting list will be maintained by the school 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

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 they 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. This is at the discretion of the school's Governing Body and will reflect individual circumstances and the needs of the child. Parental views, academic achievement, social and emotional development and where relevant, medical issues will be taken into consideration.

In Year Applications

The allocation of any places which may become available during the year will be made on the basis of the current Oversubscription Criteria. There are no deadline dates for in year applications.

Since September 2013 In Year Admissions have been managed by Dogmersfield Church of England (Aided) Primary School. The Governing Body will decide whether a place can be offered. The offer letter will be issued by Dogmersfield Church of England (Aided) Primary School.

Applications must be made using Hampshire County Council's Admission form via the County website: www.hants.gov.uk/ad-applyonline. Alternatively, an application form can be obtained from the school office. Any parent can apply for a place for their child at any time to any school.

Parents applying under any Christian Commitment criteria must complete a Supplementary Information Form (SIF), which must be obtained from Dogmersfield Church of England (Aided) Primary School, completed and returned to Dogmersfield Church of England (Aided) Primary School. (As it is a paper form that needs to be signed the SIF is not available for completion on-line.)

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 gaining a place for your child at Dogmersfield Church of England (Aided) Primary School you will be informed by Hampshire County Council 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 a false home address on application forms. 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.

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 admission arrangements for schools within the Local Authority. Please see <http://www3.hants.gov.uk/education/admissions.html> for the prospectus and details of the scheme.

You must complete a Local Authority Application Form available from website <http://www3.hants.gov.uk/education/admissions/ad-applyonline.html>.

Should you wish to use a paper application, please contact the school office who will be pleased to issue you with one.

NOTES AND 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 definition in section 22(1) of the Children Act 1989). Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangement order, or special guardianship order; this also 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 arrangement 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 arrangement 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(s).

B: MEDICAL NEED

'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: CHILDREN WITH EHCP/STATEMENTS – NAMING THE SCHOOL

Dogmersfield Church of England (Aided) Primary School will admit children with EHCPs/ statements of Special Educational Needs (SEN) in which Dogmersfield Church of England (Aided) Primary School is named. Where places, required by pupils with EHCPs/Statements that name Dogmersfield Church of England (Aided) Primary School, are known before the Governors' Admissions Committee meets to allocate places, these places will count towards the PAN for Dogmersfield Church of England (Aided) Primary School.

D: THE CATCHMENT AREA

The catchment area for Dogmersfield Church of England (Aided) Primary School is as detailed on the Hampshire County Council's Web page relating to school admissions.

<https://www.hants.gov.uk/educationandlearning/findaschool/schooldetails?dfesno=3305>

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

MOVING HOME

For house moves after the application deadline an exchange of contracts or a signed tenancy agreement (usually for a 12 months duration) will be accepted as proof of address, but parents may subsequently be asked to demonstrate that the child is resident at the new address and any place offered may be withdrawn if this evidence cannot be proved.

As a result of a house move notified to the County Admissions Team by midnight on the **15th January 2026**, parents may, at the same time, change the schools named in their original on-time application. Additionally, where a house move had been notified to the County Admissions Team by the above date, the application will be considered in relation to the new address unless the applicant specifically requests that the child's address on the relevant closing date is used instead.

A new address resulting from a house move notified after midnight on the **15th January 2026** will be used to communicate the outcome of the application but cannot be used to determine the outcome of an on-time application made from the previous address.

Overseas residents, with a planned relocation to Hampshire will be asked to provide exchange of contracts, signed tenancy agreement (usually of 12 month duration) or other evidence to substantiate ownership of the property. If this cannot be provided, the applicant's current (overseas) address will be used in the application.

For UK service families with official proof of posting to Hampshire and of a relocation date, a Unit postal address, quartering area address or future home address will be accepted as the address for the application in accordance with the Schools Admissions Code.

E: SIBLINGS

Sibling refers to a brother or sister, a half brother or sister, an adopted/fostered brother or sister, a step brother or sister, or the child of the parent/carer's partner and in every case the child must be living permanently in the same family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses.

F: 'CHRISTIAN COMMITMENT'

Parents applying under any of the Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from Dogmersfield Church of England (Aided) Primary School, completed and returned to Dogmersfield Church of England (Aided) Primary School not later than the closing date set by Hampshire County Council for school applications to be received (**15th January 2026**). (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

In the SIF, you will be asked to declare that a parent or the child is an active member of an Anglican Church OR a Christian Church listed in Churches Together in England (see definition G).. Active member 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.

Your declaration must be verified by the incumbent of your parish or previous parish. Should there be an interregnum the SIF may be verified by a churchwarden or other suitably qualified official on behalf of the parish.

If you have recently moved you may ask the priest, or authorised church official, from your previous church to verify your Christian Commitment.

Please ask at your church or at the school who is qualified to sign the form.

In the event that during the period specified for attendance at worship the 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.

G: 'CHURCHES TOGETHER IN ENGLAND'

Includes: Antiochian Orthodox Church, Baptist Union of Great Britain, Cherubim & Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (in England), Congregational Federation, Coptic Orthodox Church, Council of African & Afro-Caribbean Churches, Council of Oriental Orthodox Christian Churches, Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Methodist Church, Moravian Church, New Testament Assembly, Oecumenical Patriarchate , (Archdiocese of Thyateira and Great Britain), Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church, Salvation Army, Transatlantic and Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

H: STAFF

Staff includes all those on the payroll of the school who have been an employee continuously for two years at the time of application. Children of staff refers to a situation where the staff member is the natural parent, the legal guardian or a resident step parent.

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)

FURTHER INFORMATION

If you require further information about applying for a place at Dogmersfield Church of England (Aided) Primary School, please contact the school:

Telephone: 01252 616345

Email: adminoffice@dogmersfield.hants.sch.uk