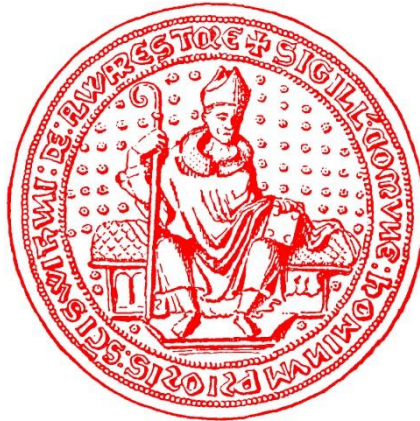


Alverstoke Church of England Junior School



Admissions Policy

Agreed by Governors:
Reviewed: October 2025
Next review: October 2026

Admissions to Year 3

This policy will be used during 2027-2028 for allocating places in the main admission round for entry to Year 3 in **September 2027**. It will also apply to in-year admissions during 2027/28. 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 Body of Alverstoke Church of England Junior School is the admission authority for The School. The admission arrangements are determined by the Governing Body, after statutory consultation.

Published Admission Number

Each school has a published admission number (PAN) for entry to Year 3. 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 applicants

The PAN for Alverstoke Church of England Junior School for 2027-2028 is 64.

A guiding principle of admissions to this school is that the school should serve its local community, defined in the trust deed of 1841 as the ecclesiastical parish of St Mary's Alverstoke.

Admission Process

The Governing body will consider first all those applications received by the published deadlines of midnight on 15th January 2027. Notifications to parents offering a place will be sent by the Local Authority on 16th April 2027.

Applications made after midnight on 15th January 2027 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 an Education, Health and Care Plan naming Alverstoke church of England Junior School 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 an Education, Health and Care plan naming the school, priority for admission will be given to children in the following order:

Admission Criteria

- 1. Looked after children or children who were previously looked after.** (See Definition A).
- 2. Children or families with an exceptional medical and/or social need.** Each application wishing to be considered under this criterion 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 be clear why that need(s) can only be met at this school rather than any other (see definition B). 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 appropriate supporting evidence is submitted with the application.
- 3. Children of staff** (see definition C) who have, (1) 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 (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4. Children living in the parish of Alverstoke which is the catchment area** of Alverstoke Church of England Junior School: (see Definition D)
 - (i) Children who at the time of application have a sibling (see Definition E) on the roll of Alverstoke Church of England Junior School or Alverstoke Community Infant and Pre-School who will still be on roll at the time of admission.
 - (ii) Children attending Alverstoke Community Infant School and Pre-School and living within the part of the school catchment area that is also recognised as Alverstoke Infant School catchment at the time of application
 - (iii) Other children living in the parish area of Alverstoke.

5. Children living out of the parish of Alverstoke:

- (i) Children who at the time of application have a **sibling** (see Definition E) on the roll of Alverstoke Church of England Junior School **or** Alverstoke Community Infant and Pre-School who will still be on roll at the time of admission.
- (ii) Children who at the time of application are on the roll of Alverstoke Infant school. (see Definition F)
- (iii) Other children.

Tie-breaker

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 County website. Hampshire schools' admission arrangements | Education and learning | Hampshire County Council.

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

Multiple births/same cohort siblings

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 body 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 guidance.

In-year applications

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 online at www.hants.gov.uk/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 this school.

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 provided.

- As a result of a house move notified to the County Admissions Team by 11th February 2027, parents may, at the same time, change the schools named in their original on-time application. Additionally, where a house moves has 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 11th February 2027 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 months' 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 and Crown Service. Children of UK service personnel and crown servants 2.21 For families of service personnel with a confirmed posting, or crown servants returning from overseas, admission authorities must: a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area. b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.

Waiting List

Waiting lists will be established for each year group where more applications are received than places available. These will be maintained by the school and will be open to all refused applicants wishing to be placed on them.

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 in order 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.

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.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. 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 child to be admitted. This request should be sent to admissions.team@hants.gov.uk. Decisions will be made based on the circumstances of the case and in the best interests of the child.

Main Admissions round Admission Appeals

If you are unsuccessful in gaining a place for your child at Alverstoke Church of England Junior 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.

In year Admission Appeals

If you are unsuccessful in gaining a place for your child at Alverstoke Church of England Junior School you will be informed by the school 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 admissions applications.

You must complete an online Local Authority Application Form available from www.hants.gov.uk/admissions.

Definitions

A Looked after children or children who were previously looked after

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including 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 looked after child is a child who is (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). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is 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 14 of the Children and Families Act 2014. 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 or social need

Providing evidence does not guarantee that a child will be given priority at the school, and applicants are encouraged to consider whether the evidence does support consideration under this criterion prior to submission. In each case a decision will be made by the school and a panel of Local Authority senior officers based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other. '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. The professional evidence must confirm the circumstances of the case and why the child should only attend this a particular school and why no other school could meet the child's needs. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need that makes it essential to attend this school. Equally, priority will be given to children whose evidence establishes that a family member's physical or mental health or social needs establishes that they have a demonstrable and significant need that makes it essential the child attends this school.

C Children of Staff

'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.

A 'Demonstrable skill shortage' refers to a post which the school has had difficulty in filling. For priority to be given on this basis, the school must have taken part in a recruitment drive

to fill the post either across the country or worldwide and/or where the post was not filled after two attempts at recruitment within a two full term time period.

D The Catchment Area

A map of Alverstoke Church of England Junior School catchment area is available on the school website.

E Siblings

'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step brother or step sister and foster siblings in the same family unit. It will also be applied to situations where a full or half brother or sister are living at separate addresses. Categories 3(i) and 4(i) 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.

F Linked Infant School

The designated feeder school for Alverstoke CE (A) Junior School is Alverstoke Community Infant and Pre-School.

Legislation

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admission Code (published by the DfE in 2014).

Further Information

If you require further information about applying for a place at Alverstoke Church of England Junior School, please contact:

Alverstoke Church of England Junior School
The Avenue
Alverstoke
Gosport
Hampshire
PO12 2JS

Telephone: 023 92580450

Email: admin@alverstoke-jun.hants.sch.uk