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Admissions Policy 2027-28

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This policy will be used during 2026/27 for allocating places in the main admission round for entry to Year 7 in September 2027. It will also apply to in-year admissions during 2027/28.

The Amery Hill School Academy Trust is the admission authority for Amery Hill School. The admission arrangements are determined by the Academy Trust, after statutory consultation.

The guiding principles of the school admissions policy are that the school should serve its local community; 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.

The Published Admissions Number (PAN)

The published admission number (PAN) for Amery Hill School for 2027-2028 is 200. The school will admit this number if there are enough applications. Where fewer applications than the published admission number are received, places will be offered to all those who have applied.

Admissions Process

The County Council will consider first all those applications received by the published deadline of **midnight on 31st October 2026**. **Notifications to parents offering a secondary school place will be sent by the County Council on 1st March 2027.**

Applications made after the deadline 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 preferences will be considered simultaneously and ranked in accordance with the admission criteria.

Students with an Education, Health and Care Plan

The Trustees will admit any student whose final Education, Health and Care Plan names Amery Hill School. Where possible such children will be admitted within the PAN.

Oversubscription Criteria

When the school is oversubscribed, after the admission of students with an Education, Health and Care Plan naming Amery Hill School, priority for admission will be given to children in the following priority order:

1. Looked after children or children who were previously looked after (*see definition i*).
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 those needs can only be met at this school, rather than any other (*see definition ii*). 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 iii*) who have (1) been employed at Amery Hill School for two or more years at the time at which the application for admission to the school is made, or (2) been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living **in** the catchment area (*see definition iv*) of Amery Hill School who at the time of application have a sibling (*see definition v*) on the roll of the school who will still be on roll at the time of admission.
5. Other children living **in** the catchment area of Amery Hill School.
6. Children living **out** of the catchment area who at the time of application have a sibling (*see definition v*) on the roll of Amery Hill School who will still be on roll at the time of admission.
7. Children living **out** of the catchment area who at the time of application are on the roll of a linked primary school. These are:
 - Anstey Junior School
 - The Butts Primary School
 - Chawton Church of England Primary School
 - Medstead Church of England Primary School
 - Selborne Church of England Primary School
 - St Lawrence Church of England Primary School
 - St Mary's Bentworth Church of England 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 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. 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). 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. 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 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 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 Amery Hill School. Equally, priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have demonstrable and significant needs that make it essential the child attends this school.

- iii. 'Staff' includes all those on the payroll of the school who (specific to criteria 3, 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. With reference to clause 2, a post for which there is a 'demonstrable skill shortage' is a post which the school has had difficulty filling. For priority to be given on this basis, the school's senior leadership team must provide written confirmation to the admission authority that they agree that this definition applies to the staff member, confirming that the role was not filled at the first attempt, due to lack of suitable or qualified candidates being available. The school's senior leadership team must on request be able to confirm to the member of staff in their role meets this definition.
- iv. The catchment area is a geographical area from which children may be afforded priority for admission to a particular school. A map of Amery Hill School's catchment area can be viewed on the school's details page on the Hampshire County Council website <https://www.hants.gov.uk/educationandlearning/findaschool>.
- 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 is living at a separate address. Criteria 4 and 6 include children who at the time of application have a sibling for whom the offer of a place at Amery Hill School has been accepted, even if the sibling is not yet attending.

Tie-Breaker

In the event of any of the above criteria being oversubscribed, 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 Hampshire County Council's Geographic Information Systems (GIS). 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 at <https://www.hants.gov.uk/educationandlearning/admissions/arrangements>

Additional Information

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

Where a twin or child from a multiple birth is offered the last place available within the PAN at Amery Hill School, then any further twin or child of 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.

In-Year Admissions

An in-year admission is when a child needs a school place during the school year. Only applications for entry to Year 7 after the routine admissions round (ending 31st August), and application for entry into Year 8 to Year 11 (if available) at any time, will be processed as an in-year application. The in-year application form can be obtained via the Country Website www.hants.gov.uk/admissions. The school will consider these applications against the same criteria used for the main admission round, according to the number of spaces available on the published admission number for that year group. If the school is oversubscribed, a waiting list will be created. Additional information regarding waiting lists can be found in the section below. The school will respond to all applications in no later than 15 school days. Applications received during school holidays will be considered on return.

Waiting Lists

Waiting lists will be established for each year group where more applications are received than places available. For main round admissions to Year 7 the waiting list will be maintained centrally by the Local Authority until 31st August 2027. At all other times, and for other year groups, waiting lists will be operated by Amery Hill School.

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 ranked again in line with the published oversubscription criteria –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority.

For entry to Year 7, the waiting list will remain open until 31st August 2028, at which point all names will be removed. For all other year groups, waiting lists will close on the 31st August each year and a new application will need to be submitted for the next academic year.

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. For information about the appeal process, including how to lodge an appeal, please visit:

<https://www.hants.gov.uk/educationandlearning/admissions/guidance/appeals>

Admission of Children outside their normal age group

Parents may request that their child is admitted outside 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 into 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.

Withdrawal of an offer

The school reserves the right to withdraw an offer or a place for reasons outlined in Section 2.13 and 2.14 of the School Admissions Code. The School Admissions Code can be found at

<https://www.hants.gov.uk/educationandlearning/admissions/arrangements>

Legislation

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