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**Hounsdowh School**  
- A Science College

## **ADMISSIONS POLICY FOR 2027 – 2028**

Committee Responsible	Full Trustee Body
Member of Staff Responsible	Headteacher
Regularity of Review	Annually
This Version Dated	November 2025
Statutory Policy	Yes
External Validation	HCC 2026/2027
New Review Date	September 2026

Policy for 2028/2029 due in the autumn term 2026

### **Trustees of Hounsdowh School Academy Trust Admission Policy for 2027 – 2028**

#### **Introduction**

This policy will apply to all admissions from 1 September 2027, including in-year admissions. It will be used during 2026-2027 for allocating places for September 2027 as part of the main admission round for Year 7.

Outside the normal admissions round, the Hampshire County Council's Fair Access protocol may be applied alongside the policy to secure the admission of vulnerable students from specific groups.

Hounsdowh School endorses the guiding principles of the national school admissions policy that each 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.

#### **Admission Process**

The Trustees of Hounsdowh School are the admission authority for the school. However, the admission arrangements for Hounsdowh will be broadly consistent with those set for community schools in Hampshire. Hounsdowh School works closely with Hampshire County Council to ensure that the school's admission arrangements are complied with.

Hampshire County Council will consider first all those applications received by the published deadline of midnight on Saturday 31 October 2026 for admission in September 2027. Applications made after midnight on 31 October 2026 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications. Notifications to parents offering a secondary school place will be sent by the County Council on 1 March 2027.

The published admission number (PAN) for Year 7 entry to Hounsdowh School for 2027-2028 is **261**.

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

Any child with an EHCP where the Special Educational Needs service has named the school will be admitted. Where possible such children will be admitted within the PAN. Children with an EHCP naming a school's Resourced Provision are not included within the PAN.

## **Admissions Criteria**

For the main admission round, all preferences will be considered simultaneously and ranked in accordance with the admission criteria.

When the school is oversubscribed, after the admission of students with an Education, Health and Care Plan (EHCP), places will be offered up to the PAN in the following priority order. Places for late applications will be allocated using the same criteria.

1. Looked after children or children who were previously looked after (*see (i) in Definitions*).
2. Children or families with 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, consultant for medical needs, social worker, health visitor, housing officer, the police or probation officer for social needs and be clear why those needs can only be met at this school rather than any other (*see (ii) in Definitions*). Applicants will only be considered under this criterion if on the application form they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical/social need and appropriate evidence is submitted with the application.
3. Children of staff (*see (v) in Definitions*) 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 catchment area of the school (*see (iv) in Definitions*) who at the time of application have a sibling (*see (iii) in Definitions*) on the roll of the school who will still be on roll at the time of admission. [See 7 for additional children who may be considered under this criterion.]
5. Children living within the catchment area of the school, who live on the western side of the main A326 trunk road and dual carriageway (this does not include the A326 Marchwood Bypass Spur between Rushington roundabout and the Jacob's Gutter Lane traffic lights). (This means that those students living in the New Forest will be given priority over those who live nearer to Hounslow, who therefore live nearer to an alternative school.)
6. Other children living within the catchment area of the school.
7. Children living **out** of the catchment area of the school who at the time of application have a sibling (*see (iii) in Definitions*) on the roll of the school who will still be on roll at the time of admission. Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (*see (vi) in Definitions*) from the catchment school for their address, the application will be considered under 4 above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of their elder sibling's displacement and they remain living in the catchment area for the school from which they were displaced.
8. Children living outside the catchment area of the school who, at the time of application, attend one of the following linked primary schools: Bartley CE Junior School, Foxhills Junior School, Abbotswood Junior School.

9. Other children living outside the catchment area of the school.

## 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 Proposed 3 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. 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. 'Medical need' does not include mild medical conditions, such as asthma or allergies. Priority will be given to those children whose professional evidence establishes that they have a demonstrable and significant need to attend this 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.

(iii) '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 are living at separate addresses. Criteria 4 and 7 include 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.

(iv) The catchment area is a geographical area from which children may be afforded priority for admission to a particular school. A map of the school's catchment area can be viewed on the school's details page on the Hampshire County Council website [www.hants.gov.uk/educationandlearning/findaschool](http://www.hants.gov.uk/educationandlearning/findaschool).

(v) 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

(vi) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school. To identify the child's catchment school please use: <https://maps.hants.gov.uk/SchoolCatchmentAreaFinder>.

Note that some addresses are in catchment for more than one school and in this case, 'displaced' refers to a child who was refused a place at any of their catchment schools.

## Distance Measurement

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). This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

## Tiebreaker

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.

## Additional Information

### Permanent Address

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 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 the school's PAN.

### In-Year Fair Access placements by the local authority (Hampshire County Council)

It may sometimes be necessary for a student to be placed by Hampshire County Council, 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 Hampshire County Council's Fair Access Protocol. The Protocol is based on legislation and government guidance.

Parents / Carers need to be aware in addition to the school admission policy the Local Authority, Hampshire County Council, retain the right to admit students to the school under the In-Year Fair Access protocol.

### Waiting lists

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 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 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.

For entry to Year 7, the waiting list will remain open until 31 August 2028, 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.

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

Parents can seek places 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 to which year group they wish their child to be admitted. Decisions will be made based on the circumstances of each case and in the best interests of the child.

**Legislation**

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

**Appeals**

Parents seeking admission for their children, who do not secure a place, have a right to appeal to an Independent Appeals Panel. Details of the procedure will be sent on receipt of written request to appeal. The appeals timetable will be published on the School’s website in the spring of 2027.

## Equalities impact assessment – Admissions Policy 2027-28

<b>Name of Policy</b>	Hounslow School admission arrangements 2027-28 including the Admissions Policy
<b>Department</b>	Admissions Team
<b>Names of people completing assessment</b>	Mr D Veal - Headteacher Mrs L Topping – Admissions Officer.
<b>Purpose of the policy</b>	There is a statutory duty for authorities to exercise their functions with a view to promoting the fulfilment by every child of their educational potential, and, in the case of admission authorities in England, with a view to ensuring fair access to educational opportunity, as well as with a view to promoting high standards. The authority must exercise its function with a view to securing diversity in the provision of schools and increasing opportunities for parental choice. The admission must be clear, objective and fair and is easy for parents to understand and be in a range of formats. The school should serve its local community; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend school together; and that children can benefit from curriculum continuity between schools serving the same catchment area.
<b>What are the main activities?</b>	To undertake the statutory annual consultation about school admission arrangements with all Hampshire schools, neighbouring local authorities, parents, other interested parties. To provide advice and assistance to all parents of children of all ages in the area applying for school places, with clear information about admissions and supporting those parents who find it hardest to understand the system. Enabling parents to apply and ensuring that applications are processed according to the published arrangements. To implement the fair access protocol to secure inclusion for vulnerable children.
<b>Who is intended to benefit?</b>	Children and families in Totton and the New Forest who are intending to seek a school place in the school.

These different customer groups are more likely to be excluded.	Do you know about the breakdown of people who use your services compared to the community profile?	Will some people be unable to use or benefit from this policy?	If any groups are disadvantaged is this likely to be unlawful?	How could the policy improve equality of access?
<b>Disabled people</b> Mobility, sight, hearing, speech and language disability or difficulty, mental health/distress	Unknown	The admission arrangements contain a medical criterion within the policy, to enable priority for children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other, and who request admission on medical grounds and submit appropriate medical or psychological evidence. However, all applications, including those with no medical grounds for applying are considered, applying the published arrangements.	No	Ensure that it is published or available in various formats including brail. Our website allows for text to be translated into different languages. The school can provide the support of a BSL /Makaton signer if needed, to support parents/carers with information
<b>Age</b>		The admission arrangements contain no policies that provide different impacts on people with parental responsibility dependent on their age.		
<b>Gender</b>		The school is not single sex and has facilities to enable access and use for young people identifying according to gender.		
<b>SEN</b>		Children will, where possible, be admitted within the PAN and who have named the school on the statement. Parents/carers who find the school admissions system difficult to navigate ( perhaps because of their own learning needs) can access support through Hampshire County Council's Choice Advice service.		
<b>Race</b>		No one will be disadvantaged in terms of race as a result of the policy.		

<b>What conclusions have you reached about the potential impact</b>					
<b>Possible impact</b>		<b>Groups affected</b>		<b>Evidence</b>	
1. Some families need to be advised about the admissions process, which is complicated.		Families with FSM or SEN (EHCP) entitlement.		Late applications are most common from families who do not apply on-line.	
2. Families without access to ICT facilities or who cannot navigate an ICT programme and the internet and not living close to the school are disadvantaged.		Anybody.		Late applications are most common from families who do not apply on-line	
<b>Further Action</b>					
<b>Impact identified</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Outcomes</b>	<b>Review date</b>
Impact 1	Every family in a linked or local school has access to an up to date Hounslow School Prospectus and website information.  Lucy Topping will be available at Open Evenings annually in September, to advise parents on the application process.	Mrs L Topping	September 2026	Reduced number of late applications.	September 2027
Impact 2	Continued provision of open mornings and open evening supporting in person access to school site and staff during application window.	Mrs L Topping	September 2026	As above	September 2027