

Admissions Policy 2027-2028

Author/reviewer	Deputy Headteacher Pastoral
Review frequency	Every 3 years
Approver	Full Trust Board
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This policy will apply to all admissions from 1 September 2027, including in-year admissions. The Hampshire County Council's Fair Access Protocol will be applied alongside this policy to secure the admission of vulnerable pupils from specific groups. It will be used during 2026-27 for allocating places for September 2027 as part of the main admission round for Year 7.

Admission Criteria:

Robert May's School Admissions Authority is the school's Academy Trust Board. The admission arrangements are determined by the Academy Trust, after statutory consultation.

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

Applications made after the October deadline will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

The published admission number (PAN)¹ for entry to Year 7 at Robert May's School for 2027-2028 is 270 (this includes 2 places for students admitted to specialist SEN provision for children with Autistic Spectrum Condition). 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.

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, after the admission of children with an Education, Health and Care Plan (EHCP) naming the school, places will be offered up to the published admission number (PAN) in the following priority order. Places for applications received after the deadline will be allocated using the same criteria.

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, a child arrangements order, or special guardianship order (for details, please see 'Definition i' below).
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 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.

¹ The PAN applies to the relevant year* only. For other year groups at the school, different admission limits may be applied. Please ask the school or Local Authority for details. * The relevant year is the age group at which students are or will normally be admitted to the school i.e. Year 7

4. Children living in the catchment area of Robert May's School who, at the time of application have a sibling on roll at Robert May's School who will still be on roll at the time of the child's admission (see 'Definition v')
5. Other children living in the catchment area of Robert May's School (see 'Definition iv').
6. Other children living out of the catchment area of Robert May's School, who at the time of application have a sibling on roll at Robert May's School who will still be on roll at the time of the child's admission (see 'Definition v' below regarding siblings) and who attend one of the linked primary or junior schools: Greenfields Junior School; Hook Junior School; Long Sutton C of E (Controlled) Primary School; Mayhill Junior School; Whitewater C of E (Controlled) Primary School.
7. Other children living out of the catchment area of Robert May's School who at the time of application have a sibling on roll at Robert May's School who will still be on roll at the time of the child's admission (see 'Definition v').
8. Children living out of the catchment area of Robert May's School, who at the time of application attend one of the linked primary or junior schools: Greenfields Junior School; Hook Junior School; Long Sutton C of E (Controlled) Primary School; Mayhill Junior School; Whitewater C of E (Controlled) Primary School.
9. Children living out of the catchment area of Robert May's School who are in receipt of the Service Pupil Premium (see 'Definition vi').
10. Other children living out of 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 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. 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 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 Admissions 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 care 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 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 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 needs that makes it essential the child attends this school.

- (iii) '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 stepparent.
- (iv) 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 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.
- (v) 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, stepbrother or stepsister 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, 6 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.
- (vi) Children are eligible for 'Service Pupil Premium' if they meet one of the following criteria:
 - One of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full-time reserve service);
 - They have been registered as a 'service child' on a school census in the past 6 years;
 - One of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme;
 - One of their parents is in the armed forces of another nation and is stationed in England.

Proof of this criterion may be provided in an official letter, such as a posting note or letter of support from the service parent's Commanding Officer, confirming employment, or evidence of the receipt of a Service pension. This should include a relocation date and the Unit postal address (where relevant). A Supplementary Information Form (SIF) must also be completed (see 'Additional Information – Point 9').

Tie-breaker: 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 reception 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 request to the school's Admissions Officer or can be read on the [Hampshire County Council](#) website.

Additional information

1. Pupils with an Education, Health and Care Plan

The Trustees will admit any pupil whose final Education, Health and Care Plan (EHCP) names the school. Where possible such children will be admitted within the PAN.

2. 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.

3. 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 the Local Authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

4. 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 Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

5. Waiting lists

When all available places have been allocated, waiting lists will be operated by the school's Academy Trust Admissions Authority. Any places that become available will be offered to the child at the top of the list at that time. 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. 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.

At the time of receiving an application decision from Robert May's School, parents will be advised of the process for adding their child's name to the school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish. All waiting lists are retained for future academic years. During the autumn term, applicants are contacted to confirm whether they wish to remain on the school's waiting list. However, should a waitlisted applicant wish to appeal in any year after their original application, a new application must be made for the current academic year prior to lodging the appeal.

6. 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. Robert May's School uses the Hampshire Independent Appeals Service to organise its

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

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

7. 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 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.

8. Catchment area

The catchment area is a geographical area from which children may be afforded priority for admission to a particular school. A map of Robert May's School's catchment area can be viewed on the Hampshire County Council website:

<https://www.hants.gov.uk/educationandlearning/findaschool/schooldetails?dfeso=4511>.

9. Supplementary Information Form (SIF)

A Supplementary Information Form (SIF) must be completed for an application under Criterion 9 and is available to download from the Robert May's School website: <https://www.rmays.org/143/student-admissions>. This needs to be submitted to the Academy Trust along with any supporting evidence. A request for admission under this criterion is not an application for admission, and parents will also need to submit a separate application in the usual way at the appropriate time to the Local Authority. Where the Academy Trust's Admissions Authority accepts and approves the child has met the criterion, they will confirm the decision by informing the Local Authority.

10. 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).