

CAMS HILL SCHOOL
ADMISSIONS POLICY 2027-2028
CHS002



Statutory

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Change Log

21.01.26

- Admission Criteria updated in line with advice and recommendation of LA, specifically relating to children living out of catchment area (criterion f) and notes regarding the children of staff (criterion c).
- Sub-headings added and changes made to clarify actions in the event of oversubscription, specifically with regard to distance measurement.

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Admission Arrangements

This policy will be used during the 2026-27 academic year 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 School's Admissions Policy is the responsibility of the Cams Hill School Local Governing Body and arrangements for the admission of pupils, except Initial Admissions, are made through the Admissions Administrator at Cams Hill School.

Applications for children resident in Hampshire who wish a school place for Year 7 in September 2027 must be made to Hampshire County Council. If your child lives outside Hampshire, you must apply through your child's home local authority, even if you wish to apply for a Hampshire school. Parents/carers who are Hampshire residents can apply online at www.hants.gov.uk/admissions. If you do not wish to apply online, you can request a form to be emailed to you to complete electronically or print at home. Completed forms should be returned to the School or to the Admissions Team at the address provided on the form. If you need help applying, please visit any Hampshire school for assistance or contact the Admissions Team via admissions.team@hants.gov.uk. If a second on-time application is received from the same parent/carer for the same child, only the later one will be processed.

The national deadline for the secondary admission round is 31 October 2026. The online form will close at midnight on this date. The offer date will be 1 March 2027. On time applicants will be notified by Hampshire County Council of the outcome of their application by email. Online applicants will also be able to log into the online system to view their outcome.

In-year applications (Years 8-11) may apply directly to Cams Hill School or via Hampshire County Council's online system.

Visiting the School

At the beginning of the Autumn Term, we hold an Open Evening at the School where parents/carers and pupils in Year 6 and Year 5 are welcomed into school and given an insight into what Cams Hill School has to offer pupils. There is also an opportunity to tour the School in groups during the working day.

All 'new' pupils for the coming Year 7 will have had the opportunity to come and experience lessons and to get to know the School through our extensive Transition Programme. For all pupils, other than those entering Year 7, admission arrangements are made individually by the School and parents/carers are invited to see the School during the working day.

Admission Policy and Numbers

Our Published Admissions Number (PAN) for entry to Year 7 in 2027 is 250. Cams Hill School operates an 'Equal Preference' system, which means that we offer places based on our Admissions Criteria rather than the order of preference on the Application Form.

Additional pupils are admitted each year to the School's on-site Resourced Provision (RP). These places are reserved for pupils with Educational Health Care Plans (EHCPs) that identify a Social Emotional Mental Health need and are allocated by the Local Authority (Hampshire County Council), and not by the School.

Admission Criteria to be used in the Event of Over-Subscription (in Priority Order) - to be used for Admission to Year 7 in September 2027

- a) Looked after children or children who were previously looked after.
- b) Children, or families with an exceptional medical, physical and/or social need which makes it essential that the child attends Cams Hill School rather than any other. Applications wishing to be considered under this criterion must include supporting evidence from an independent professional.
- c) Children of staff who have 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 have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) Children living **in** the catchment area who at the time of application have a sibling on the roll of the School who will still be on roll at the time of admission.
- e) Other children living **in** the catchment area (new catchment area as per proposal from LA).
- f) Children living **out** of the catchment area who at the time of application have a sibling on the roll of the School who will still be on roll at the time of admission.
- g) Children living **out** of the catchment area who at the time of application are on roll of a linked junior or primary school (Harrison Primary, Wicor Primary, Orchard Lea Junior and Uplands Primary School).
- h) Proximity of the child's home to the School, with those nearest being accorded the highest priority.

Notes:

Criterion a) 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). It can also be used for children 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 12 of the Adoption Act 1976 and/or section 46 of the Adoption and Children Act 2002. 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. 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.

Under Criterion b), 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 needs and why those needs can only be met at this school, rather than any other. Applicants will only be considered under this criterion if on the

application form (online or paper) the appropriate box has been ticked, explicitly indicating that they wish for their application to be considered under medical/social need and appropriate supporting evidence is submitted with the application.

'Medical need' does not include common medical conditions supported in mainstream school, such as asthma or allergies. 'Social need' does not include a parent's/carer'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 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 has demonstrable and significant physical or mental health or social needs that makes it essential the child attends this school.

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 based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other.

Under Criterion c), 'Staff' includes all those on the payroll of the School who have been employed at the School continuously for two or more 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 post for which there is demonstrable skill shortage is a post which the School has had difficulty filling. For priority to be given on this basis, the Senior Leadership Team must provide written confirmation to the admission authority (the Local Governing Body) that they agree that this definition applied to the staff member, confirming that the role was not filled at the first attempt due to a lack of suitable or qualified candidates being available. The Senior Leadership Team must on request be able to confirm to the member of staff if their role meets this definition.

Under Criterion d) and f), the term 'sibling' is defined as the 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 or half or adoptive brother or sister are living at separate addresses. Criteria d) and f) 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.

Distance Measurement

In the event of any of the above being oversubscribed, the applicants living nearer to the School have priority. Straight-line distance will be used to prioritise applications. 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).

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 or may be obtained directly from the School.

Additional Information

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 School reserves the right to determine that the address of permanent residence given for any child applying to the School is, in fact, the usual domicile of that child and their parent(s) or carer(s). If any application giving an address that on investigation is found to be that of any other person, whether a close relative or not, then that application shall be disqualified. 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 the most time. Where a child's time is evenly divided between the parents, the 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 the 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, the address registered for child benefit and the address registered with the child's GP.

If the last pupil to be offered a place within the School's Published Admission Number (PAN) is a twin or child from a multiple birth or same cohort sibling, any further sibling will be offered a place, if the parents/carers so wish, even though this may raise the number in the year group above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

Waiting List

When all available places have been allocated, the School will operate a waiting list to be established up to two weeks after the national offer day. Parents/carers who wish their child to be included on the waiting list must inform the School in writing after their initial application has been refused. Any places that become available will be offered to the child at the top of the waiting 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 the 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. Late applicants (applications received after the closing date of 31 October 2026) will be considered after the initial allocation of places. Parents/carers wishing their child to be included on the waiting list, although they named another school on their application, must inform the LA in writing.

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;
- twice each school year, when parents/carers with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year. Parents/carers who want their child to be considered for a place at the school in the following year must submit a new in-year application in the August preceding the new school year. A decision letter will be sent within the first 10 days of the new term.

Parents/carers may keep their child's name on the waiting list of as many schools as they wish.

In-Year Admissions

Parents/carers can apply for a place for their child at any time outside of the normal admissions round. If there are spaces available in the year group they are applying for, the child will be offered a place in line with in-year fair access (IYFA) protocols. If there are no spaces available at the time of the application, the child's

name will be added to the waiting list for the relevant year group. The waiting list is ordered according to the criteria of the Admission Policy with no account being taken of the length of the time on the waiting list or any priority order expressed as part of the main admission round.

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. Details of the procedure will be sent on receipt of the written request to appeal. The appeals timetable will be published on the School website.

Special Educational Needs

The Governors will admit any pupil whose final Educational Health Care Plan names this school.

Admission of Children Outside Their Normal Age Group

Parents/carers 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/carers 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. 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.

Withdrawing Offers of Places

Places that have been offered will only be withdrawn in the following circumstances:

- the place was offered on the basis of a fraudulent or intentionally misleading application;
- the place was offered by the Local Authority in error;
- a parent/carer has not responded to the offer of a place despite reminders.